



HRSICNOTE 5231

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 5231

Subj: CH-2 TO HRSICINST M5231.2, SOURCE DATA AUTOMATION II USER MANUAL

1. **PURPOSE.** This notice publishes changes to HRSICINST M5231.2, Source Data Automation II User Manual.
2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this notice.
3. **SUMMARY.** A side bar in the margin marks the significant changes. Significant changes are summarized as follows:
 - a. Signature of Responsible Officer, Section 1-C. Added rules and procedures for granting "by direction" authority to second class petty officers.
 - b. Entering and Exiting SDA II, Page 1-B-15. Added procedures for SDA II on Coast Guard Standard Workstation III.
 - c. Exhibit 1-B-1 - Menu Map/Fastpath IDs, Pages - 1-B-17 - 1-B-28. Replaced menu item "D", Administrative Forms and Letters Menu, with Administrative Remarks-Page 7. Added new menu items:
"E" -- Review,
"G" -- Transaction Review View, and
"K" -- HRSIC Administration Menu.

DISTRIBUTION - SDL No. 135

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B					11			25				10	3	13			13	19					4			
C														8												
D																										
E		*																								
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: See page 5

- d. Diving Qualification Lapse Date (304), Page 2-A-52. Section removed. Diving qualification lapse date may be updated by submitting a Start Pay and Allowances (Diving Duty Pay) (P607) transaction. See page 2-A-126.

3. **SUMMARY, Continued**

- e. Completed School (P341), Page 2-A-71 - 2-A-72. Transaction modified to allow the deletion of school codes. The maximum number of school codes currently held in PMIS/JUMPS is 20.
- f. Government Quarters In connection with PCS Table, Page 2-A-118. Based on policy clarification from COMDT (G-WPM-2), rewrote Note 1 to remove restriction on payment of BAH W/O dependents to single members on terminal leave who vacate government quarters.
- g. Change in Dependency/Emergency Data/SGLI (CG-4170A), Page 2-A-217. Corrected page number of reference to table in instructions for effective date. The referenced table appears on page 2-A-225 vice 2-A-118.
- h. Start, Stop or Change OHA (P609), Pages 2-A-182 - 2-A-184A. Added Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site address as reference for locating current OHA rates. Data entry instructions rewritten to clarify requirement for all amounts to be entered in U.S. dollars.
- i. Start or Stop Interim Housing Allowance (P609), Pages 2-A-185 - 2-A-186A. Added Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site address as reference for locating current OHA rates. Data entry instructions rewritten to clarify requirement for all amounts to be entered in U.S. dollars.
- j. Change in Dependency/Emergency Data/SGLI (CG-4170A). Added note to instruction for effective date. Field should be left blank if submitting transaction due to a change in address of emergency data/SGLI information.
- k. Change in Dependency Status Table, Page 2-A-226. Added that a change in housing transaction is not necessary when a member, who has other dependents, gets divorced.
- l. Tax Information-Mailing Address (L6EB), Page 2-A-236. If this transaction is being submitted after a member has separated, use the day prior to separation as the Effective Date.
- m. State Tax Information (L6EB), Page 2-A-239. When preparing this transaction as part of an accession, the effective date should be the date the member entered the Coast Guard.
- n. Federal Tax Information (L6EB), Page 2-A-242. When preparing this transaction as part of an accession, the effective date should be the date the member entered the Coast Guard.

3. SUMMARY (Continued).

- o. Payment Option Election (L6GB), Page 2-A-257. Added Academy as a PERSRU that can submit POEs on other than the 1st or 16th of the month.
- p. Report Miscellaneous Events (R900), Page 2-B-13. If the member currently has a segment 82 "Anniversary Date" in PMIS/JUMPS, do not submit an anniversary date on this R900.
- q. Entry into the Coast Guard, Page 7-1. Chapter overview rewritten for clarity.
- r. Discharge to Immediate Reenlistment, Page 8-A-4. Removed note in Reason for Discharge field action prohibiting sale of leave when member is discharged for the convenience of the government. Per section 671 of the DOD authorization act, members discharged more than 90 days before expiration of enlistment for the purpose of immediate reenlistment may sell leave.
- s. Chapter 10, Sections A thru G. Chapter title changed to "Officer Candidate School, ROCI, and MARTP Transactions". Page footers of new or replaced pages in this and subsequent changes will reflect the new title. Complete sections, with the new title, are also available from HRSIC's web site (www.uscg.mil/hq/hrsic).
- t. MARTP Reserve Officer Program, Chapter 10, Section H. New section added to provide procedures for processing MARTP appointments.
- u. NJP Results, Page 11-A-2. When preparing this transaction to record a vacation of suspension, the effective date is the date of the vacation action.
- v. Review and Approval, Chapter 14-A. Revised to reflect SDA II centralization.
- w. System Administration and Operations, Chapter 18. Revised to reflect SDA II centralization.
- x. General Allotment Information Page 20-A-3. Added new Non-discretionary Allotment code "U.S. Savings Bond Series I".
- y. Individual Allotments, Section 20-B. Added procedures for Series "I" Savings Bonds.
- z. Blanket Allotments, Page 20-B-8. Added procedures for Savings Deposit Program.

4. **PROCEDURE.** Remove and insert the following pages:

Remove Pages	Insert Pages
Table of Contents i thru iv	Table of Contents i thru iv, CH-2
1-B-15 thru 1-B-25	1-B-15 thru 1-B-28, CH-2
1-C-1 thru 1-C-3	1-C-1 thru 1-C-4, CH-2
2-A-1 thru 2-A-4	2-A-1 thru 2-A-4, CH-2
2-A-51 and 2-A-52	2-A-51 and 2-A-52, CH-2
2-A-55 and 2-A-56	2-A-55 and 2-A-56, CH-2
2-A-71 and 2-A-72	2-A-71 and 2-A-72, CH-2
2-A-115 thru 2-A-120	2-A-115 thru 2-A-120, CH-2
2-A-125 and 2-A-126	2-A-125 and 2-A-126, CH-2
2-A-181 thru 2-A-186	2-A-181 thru 2-A-186A, CH-2
2-A-217 and 2-A-218	2-A-217 and 2-A-218, CH-2
2-A-225 and 2-A-226	2-A-225 and 2-A-226, CH-2
2-A-235 and 2-A-236	2-A-235 and 2-A-236, CH-2
2-A-239 thru 2-A-242	2-A-239 and 2-A-242, CH-2
2-A-257 and 2-A-258	2-A-257 and 2-A-258, CH-2
2-B-13 and 2-B-14	2-B-13 and 2-B-14, CH-2
2-B-21 and 2-B-22	2-B-21 and 2-B-22, CH-2
3-B-1 and 3-B-2	3-B-1 and 3-B-2, CH-2
3-C-1 and 3-C-2	3-C-1 and 3-C-2, CH-2
4-A-1 and 4-A-2	4-A-1 and 4-A-2, CH-2
4-A-9 and 4-A-10	4-A-9 and 4-A10, CH-2
4-B-1 and 4-B-2	4-B-1 and 4-B-2, CH-2
4-C-1 and 4-C-2	4-C-1 and 4-C-2, CH-2
Chapter 5 (Sections 5-A, 5-B, and 5-C)	Chapter 5 (5-1 thru 5-5), CH-2
7-1 and 7-2	7-1 thru 7-3, CH-2
8-A-3 and 8-A-4	8-A-3 and 8-A-4, CH-2
8-B-1 and 8-B-2	8-B-1 and 8-B-2, CH-2
8-E-5 thru 8-E-7	8-E-5 thru 8-E-7, CH-2
Chapter 10 Tab	Chapter 10 Tab, CH-2
10-1	10-1, CH-2
10-A-1 and 10-A-2	10-A-1 and 10-A-2, CH-2
10-C-1 and 10-C-2	10-C-1 and 10-C-2, CH-2
	10-H-1 thru 10-H-5, CH-2
11-A-1 and 11-A-2	11-A-1 and 11-A-2, CH-2
11-B-7 and 11-B-8	11-B-7 and 11-B-8, CH-2
14-A-1 thru 14-A-12	14-A-1 thru 14-A-14, CH-2
17-1	17-1, CH-2
17-B-1 thru 17-B-36	
18-1	18-1, CH-2
18-A-1 and 18-A-2	18-A-1 thru 18-A-4, CH-2
18-B-1 thru 18-B-3	18-B-1 thru 18-B-15, CH-2
18-C-1 thru 18-C-28	18-C-1 thru 18-C-14, CH-2
18-D-1 thru 18-D-4	
18-E-1 thru 18-E-3	
18-F-1 thru 18-F-3	
18-G-1 thru 18-G-5	
20-A-1 thru 20-A-5	20-A-1 thru 20-A-5, CH-2
20-B-1 thru 20-B-10	20-B-1 thru 20-B-10, CH-2
20-C-1 thru 20-C-8	20-C-1 thru 20-C-8, CH2
Index page i-1 thru i-10	Index page i-1 thru i-10, CH-2

5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “HRSIC-PRC” or by returning the comment form in Enclosure (1) of this manual.

R. J. WILLIAMSON

Nonstandard distribution: E:b (PERSRU's)

Location	# of Copies
Air Station Cape Cod	07
Air Station Sacramento	03
Air Station San Diego	05
Base Galveston	04
GANTSEC	07
MARSEC	03
Group Astoria	09
Group Charleston	09
Group Corpus Christi	13
Group Fort Macon	07
Group Humboldt Bay	04
Group Key West	07
Group Mobile	20
Group North Bend	04
Group Port Angeles	04
Group Portland	05
Group San Francisco	06
Group Southwest Harbor	03
Group St. Petersburg	13
Group Woods Hole	07
Headquarters Support Cmd.	13
ISC Alameda	22
ISC Boston	16
ISC Cleveland	26
ISC Honolulu	15
ISC Ketchikan	06
ISC Ketchikan-Juneau Det.	08
ISC Kodiak	16
ISC Miami Beach	21
ISC New Orleans	22
ISC Portsmouth	27
ISC San Pedro	10
ISC Seattle	19
ISC St. Louis	12
MSO Houston-Galveston	06
NOAA Topeka	02
SUPRTCEN Elizabeth City	10

Chapter	Page
 1. Introduction	
A. Introduction to the SDA II System.....	1-A-1
B. SDA II System Basics.....	1-B-1
C. Signature of Responsible Officer.....	1-C-1
D. Communication and Information Flow.....	1-D-1
E. Corrections/Changes to Official Documents	1-E-1
 2. Transaction Preparation	
A. General Transactions	2-A-1
B. Reserve Unique Transactions	2-B-1
 3. PCS Departing	
A. PCS Departing Event for Active Duty Members.....	3-A-1
B. PCS Departing Event for Regular Reserve Members	3-B-1
C. PCS Departing Event for Reserve Members coming on Extended Active Duty Greater than 139 days	3-C-1
D. PCS Departing Orders Multiple Transactions Scroller	3-D-1
 4. PCS Reporting	
A. PCS Reporting for Active Duty Members	4-A-1
B. PCS Reporting for Regular Reserve Members.....	4-B-1
C. PCS Reporting for Reserve Members coming on Extended Active Duty for Greater than 139 Days	4-C-1
D. PCS Reporting Orders Multiple Transactions Scroller.....	4-D-1
 5. Admin Change of Servicing PERSRU	 5-1
 6. Temporary Additional Duty	
A. Temporary Additional Duty.....	6-A-1
B. Change BAS/Career Sea Pay Multiple Transaction Scroller.....	6-B-1
C. Admin Change of Servicing PERSRU due to TAD.....	6-C-1

Continued on next page

TABLE OF CONTENTS

Chapter	Page
7. Entry Into The Coast Guard	
A. Officer Accession into the Coast Guard.....	7-A-1
B. Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days.....	7-B-1
C. Enlistment into the Coast Guard for Regular Reserves.....	7-C-1
D. Recall from Retirement With Break in Service - Enlisted.....	7-D-1
E. Recall from Retirement With Break in Service - Officer.....	7-E-1
8. Expiration of Enlistment/End of Service	
A. Discharge to Immediate Reenlistment	8-A-1
B. Release from Active Duty (RELAD)	8-B-1
C. Discharge (Enlisted Members)	8-C-1
D. Discharge (Officers)	8-D-1
E. Retirement	8-E-1
9. Promotions/Advancements/Reductions	
A. Advancements/Adding Designator	9-A-1
B. Change in Rating.....	9-B-1
C. Warrant Officer Appointments.....	9-C-1
D. Reduction/Remove Designator.....	9-D-1
10. Officer Candidate School, ROCI, and MARTP Transactions	
A. Reporting Enlisted/Warrant Officer Candidate to OCS to become a Temp Officer.....	10-A-1
B. Departing Temporary Commissioned Officer from OCS.....	10-B-1
C. Reporting Enlisted Candidate to OCS for Reserve Commission.....	10-C-1
D. Departing Reserve Commissioned Officer from OCS	10-D-1
E. Reporting Reserve Enlisted Candidate to OCS to become a Reserve Officer.....	10-E-1
F. Departing Reserve Officer (Prior Reserve Enlisted) from OCS.....	10-F-1
G. ROCI Officer Program.....	10-G-1
H. MARTP Reserve Officer Program.....	10-H-1
11. Disciplinary Actions	
A. NJP Results	11-A-1
B. Courts-Martial Results.....	11-B-1
C. Begin Confinement	11-C-1
D. Return from Confinement.....	11-D-1

Continued on next page

Chapter	Page
12. Coast Guard Academy Transactions	
A. Revert to Enlisted from Cadet (Member coming on Regular Active Duty or Reserve coming on Extended Active Duty)	12-A-1
B. Revert to Enlisted from Cadet (Regular Reserve)	12-B-1
C. Discharge from Cadet Status	12-C-1
D. Accession of Cadet Graduate.....	12-D-1
13. Dependency and Beneficiaries	
A. Change in Dependency/Emergency Data/SGLI (CG-4170A).....	13-A-1
B. Dependency/Emergency Data (CG-4170A) Batch Print.....	13-B-1
C. Change in Housing	13-C-1
14. Review and Approval	
A. Review and Approval.....	14-A-1
15. Transaction Review	
A. Transaction Review.....	15-A-1
16. Reserve Unique Events	
A. ADT Orders	16-A-1
B. IDT Drills.....	16-B-1
17. Local Reports and Rosters	
A. Reports and Rosters.....	17-A-1
18. System Administration and Operations	
A. System Administration.....	18-A-1
B. HRSIC Administration	18-B-1
C. Operations	18-C-1

Continued on next page

Chapter	Page
 19. Error Feedback, Statistics and PMIS/JUMPS Processing Schedule	
A. Error Feedback	19-A-1
B. Identification of PMIS/JUMPS Transactions	19-B-1
C. PERSRU Accuracy Report (PAR)	19-C-1
D. Processing Schedule for PMIS/JUMPS Cutoff Dates	19-D-1
E. Out of Range Transactions	19-E-1
 20. Allotments	
A. General Allotment Information	20-A-1
B. Individual Allotments	20-B-1
C. Blanket Allotments	20-C-1
D. Electronic Funds Transfer (EFT) Allotments	20-D-1
E. Education Allotments	20-E-1
F. Indebtedness Allotments	20-F-1
G. Stop all Allotments	20-G-1
 21. Verification of Leave and Earnings Statements	
A. Review and Validation	21-A-1
B. Leave Errors on the LES	21-B-1
C. Explanation of Complex Areas of the LES	21-C-1
 Enclosure (1)	 Comment Form

Entering and Exiting SDA II

Logging In

Do the following to log into the SDA II system and access the Main Menu:

Note: For first time users you must obtain a user name and password from the supervisor of the PERSRU.

Step	Action
1	From the Workstation III desktop, double click on the SDA II icon.
2	At the SDA II login box, enter your I.D. and password. Note: This gives you access to the sequent computer.
3	At the SDA II sign on screen enter your I.D. and password. Note: This gives you access to the SDA II application.
4	The SDA II Main Menu will be displayed.
5	Every 30 days, SDA II will require you to enter a new password. If you are prompted to do so, enter the new password and verify it by re-entering the new password. Once your password has been successfully changed, you will be prompted to change your Sequent password. Enter your old password and then your new password. You may enter the same password you used for your SDA II password and once again you will be asked to verify it. Note: Passwords must be 8 characters, begin with a letter and contain two numbers at the end. The first 3 characters of the password must be different than the first 3 characters of the previous month's password. Note: In the event you are not successful in changing your Sequent password, you may do so from the System Administration Menu Option "C" (Change Sequent Password).
6	Use the arrow key to highlight the menu screen you want and press <F1> or press the alphabetical letter of the menu screen you want to bring up. Note: The system has a time limit feature that is set by the system administrator (i.e., if your system's time limit feature is set at 15 minutes and there is no key board activity within this time period then you will have to reenter your userid and password. This is set for security purposes.

Continued on next page

Entering and Exiting SDA II, Continued

Exiting SDA II Do the following to exit SDA II:

Step	Action
1	Complete any unfinished transaction you have started.
2	Press <Shift+F9>. This will return you to the Main Menu screen.
3	<p>Press <Shift+F9> again. A message will be displayed asking if you wish to exit SDA II. Press 'Y' for yes.</p> <p>If you have tried to exit and have unprinted documents in the system, you will see the following message:</p> <p>You have unprinted documents in the system. They will be deleted if you exit SDA II now. Do you wish to EXIT the SDA II system?</p> <p>Note: Users must not finish out of SDA II any other way. Finishing out of SDA II any other way will lock the user out of SDA II and the Admin User will have to run the adhoc 'reset_userid.r' to unlock the user.</p>
4	Press <F1>. You will be logged out of SDA II.

Exhibit 1-B-1

MENU MAP/FASTPATH IDS

Purpose The following is a diagram of the progressive event menus found in SDA II, the fastpath acronym is indicated in (parenthesis).

SDA II Main Menu

- A. **Regular Events Menu**
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

A. Regular Events Menu (*revmenu*)

- A. Transfer Personnel Menu (*trapmenu*)
 - A. PCS Departing Menu (*tppcsdpt*)
 - A. PCS Departing (*tppcsdpt*)
 - B. PCS Departing Orders Multiple Transactions Scroller (*dord*)
 - B. PCS Reporting Menu (*tppcsrpt*)
 - A. PCS Reporting (*tppcsrpt*)
 - B. PCS Reporting Orders Multiple Transactions Scroller (*rord*)
 - C. Admin Change of Servicing PERSRU Due to TAD (*d100tad*)
 - D. Admin Change of Servicing PERSRU For A Unit (*d100unit*)
 - E. Recreate PERSRU to PERSRU Data Transfer File (*mbrexp*)
- B. Temporary Additional Duty Menu (*tad_menu*)
 - A. Temporary Additional Duty Transactions (*tad*)
 - B. Change BAS/Career Sea Pay Multiple Transaction Scroller (*p620*)
- C. Statement of Intent Menu (*soimenu*)
 - A. Discharge, RELAD, or Retirement (*soisep*)
 - B. Extension/Reext/Reenlistment/Retention/Recall (*soiext*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

- D. Entry into Coast Guard Menu (*ecgmenu*)
 - A. Officer Accession into Coast Guard (*endircom*)
 - B. Enlistment into Coast Guard (*enenlreg*)
 - C. Recall from Retirement With Break in Service - Enlisted (*enrrete*)
 - D. Recall from Retirement With Break in Service - Officer (*enrreto*)
 - E. Immediate Recall from Retirement - No Break in Service (*p193*)
 - F. Special Offline Payments Other Than Advances Scroller (*enadvpay*)
- E. Expiration of Enlistment/End of Service Menu (*eesmenu*)
 - A. Agree to Extend Enlistment (*expextag*)
 - B. Begin Extension of Enlistment (*expextbe*)
 - C. Discharge to Immediate Reenlistment (*exdiir*)
 - D. Release from Active Duty (RELAD) (*exprelad*)
 - E. Discharge (*expdad*)
 - F. Voluntary and Involuntary Retentions (*expretn*)
 - G. Cancel Extension of Enlistment (*expcan*)
 - H. Certificate of Release or Discharge from Active Duty(DD-214) (*dd214*)
- F. Retirement (*retire*)
- G. Promotions/Advancements/Reductions Menu (*parmenu*)
 - A. Advancement/Adding Designator (*paradv*)
 - B. Change in Rating (*parcir*)
 - C. Warrant Appointments (*parwar*)
 - D. Reduction/Remove Designator (*parred*)
- H. Reserve Training Center Yorktown Menu (*ocsmenu*)
 - A. Reporting Enlisted/Warrant Officer Cand to Temp Officer (*ocsrocto*)
 - B. Former Enlist/Warrant Officer Departing as Temp Officer (*ocsdto*)
 - C. Reporting Enlisted Officer Cand to Reserve Commission (*ocsroerc*)
 - D. Former Enlisted Departing as Reserve Commission (*ocsredro*)
 - E. Reporting Reserve Enlisted Officer Cand for Res Officer (*ocsrocro*)
 - F. Former Reserve Enlisted Departing as Reserve Officer (*ocsdocro*)
 - G. ROCI Officer Program (*ocsroci*)
- I. Disciplinary Action/Unauth Absences Menu (*dauamenu*)
 - A. Court Martial/NJP Result (*discrctm*)
 - B. Begin Confinement (*discbcnf*)
 - C. Return from Confinement (*cnfret*)
 - D. Remove Mark of Desertion (*p425*)
 - E. Begin Unauthorized Absence (*p400*)
 - F. Declare Member a Deserter (*p240*)
 - G. Member Returned Having Been UA/Deserter (*p411*)
 - H. Begin Absence due to Alcohol/Drugs (*p644*)
 - I. End Absence due to Alcohol/Drugs (*p616*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

- J. Pay Actions Menu (*paacmenu*)
 - A. Member Initiated Pay Actions Menu (*mipamenu*)
 - A. Start, Stop, Change Allotments or Bonds (*mipaalot*)
 - B. Montgomery GI Bill Allotments (*mpa_mgib*)
 - C. Payment Option Election (*mipapoe*)
 - D. Officer Uniform Allowance (*mipaunif*)
 - E. Civilian/Supplementary Clothing Allowance (*mipacma*)
 - F. Advance Pay and/or Allowances (*mipaadup*)
 - G. Family Separation Allowance (*mipafsa*)
 - H. Dependent Dental Coverage (*mipadent*)
 - I. Change Tax Information (*mipatax*)
 - J. Change Allotment Address (*p800*)
 - K. FSA Scroller for Unit (*FSAS*)
 - B. Pay Adjustments Menu (*padmenu*)
 - A. Start/Resume Pay and Allowances (*padjstrt*)
 - B. Start Prorated BAS (*padjpbas*)
 - C. Start Supplemental BAS (*padjsbas*)
 - D. Start Fractional COLA (*padjcola*)
 - E. Stop Pay and Allowances (*padjstop*)
 - F. Change BAH or BAQ/VHA (*padjbaq*)
 - G. Suspend Flight Pay or Terminate Aviator Status (*padjsusp*)
 - H. Start, Stop or Change OHA (*padjoha*)
 - I. Start or Stop Interim Housing Allowance (*p609-ih*)
 - J. Start/Change/Verify VHA Offset (*p608-vhaof*)
 - K. Suspend, Remove Suspension or Stop SRB (*p602*)
 - L. Special Offline Payment (*padjspcl*)
 - C. Liquidation of Indebtedness F/Travel Advances (*pactliq*)
 - D. Change Liquidation Schedule (*pactchg*)
 - E. Miscellaneous Credit to Member's Account (*pactcred*)
 - F. Small Stores Checkage (*pactstor*)
 - G. Pay Adjustments Scroller Menu (*padscr*)
 - A. Start Cola (*p607-colas*)
 - B. Stop COLA Without Dependents (*p625-woscr*)
 - C. Stop COLA with Dependents (*p625-wscr*)
- K. Academy Menu (*acadmenu*)
 - A. Revert to Enlisted from Cadet (*revcadt*)
 - B. Discharge from Cadet Status (*discadt*)
 - C. Accession of Cadet Graduate (*cadtacc*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu**
- C. Local Reports Menu
- D. Administrative Remarks
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

B. General Record Maintenance Menu (*grmmenu*)

- A. Dependency/Housing/Beneficiaries Menu (*dhicmenu*)
 - A. Change in Dependency/Emergency Data/SGLI (*depchg*)
 - B. Dependency/Emergency Data (4170A) Batch Print (*depprt*)
 - C. Change in Housing (*housing*)
 - D. Electing or Declining Servicemen's Group Life Insurance (*p809*)
- B. Training, Education, and Qualifications Menu (*teqmenu*)
 - A. ASVAB Scores (*asvab*)
 - B. Change Aviator Qualification (*304-av*)
 - C. Completion of Degree/Training (*324-deg*)
 - D. Change Education Level (*324-edu*)
 - E. Completed School (*p341*)
 - F. Change Qualification Codes (*304-q*)
 - G. Record Foreign Language Skill (*324-for*)
 - H. Establish Officer as Aviator (*p105-av*)
 - I. Report Scores from ASVAB Retest (*reasvab*)
 - J. Diving Qualification Lapse Date (*304-d*)
 - K. Servicewide, CWO Information (*325*)
- C. Miscellaneous Menu (*miscmenu*)
 - A. Leave Reporting (*leave*)
 - B. Report Death of a Member (*p266*)
 - C. Declare Member Missing (*p231*)
 - D. Member Became U.S. Citizen (*ctzn*)
 - E. Return Member from Missing (*p232*)
 - F. Change Cost Center (*p102*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

- C. Miscellaneous Menu (*miscmenu*), continued
 - G. Height/Weight Measurement (*333*)
 - H. Record Award Information (*305*)
 - I. Report Physical Exam Findings (*p950*)
 - J. Assignment Data Maintenance (*asgd*)
 - K. Officer Evaluation Reports Menu (*oer_menu*)
 - A. Reporting Officer Maintenance (*rof_mnt*)
 - B. Officer Evaluation Reporting Maintenance (*oer_mnt*)
 - C. Overdue Annual OERs Report (*oerovdan*)
 - D. Overdue OER Reports (*oerovd*)
 - L. Miscellaneous Menu II (*misc2_menu*)
 - A. Pay Enlisted/Prior Service Incentive Bonus (*H600p*)
 - B. Member's Locally Created Data (*lcrd*)
 - D. HRSIC Transactions (*ppc_mnu*)
-

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. **Local Reports Menu**
- D. Administrative Remarks
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

C. Local Reports Menu (*locrmenu*)

Note: If your SDA II userid indicates that you work for an ISC PERSRU, when running SDA II reports, the system will ask you if you want to run the report for only the members you service or your entire Area of Responsibility (AOR).

- A. Personnel Transaction Log (*rptptlog*)
 - B. Personnel Data Information (PDIF) (*rptpdif*)
 - C. Pending SOI Report (*rptexpen*)
 - D. Expiration of Enlistment Report (*rptexp*)
 - E. Separation List (*rptsep*)
 - F. BAH/BAQ Information Report (*bir*)
 - G. Complete and In-process Transactions (*rptstat*)
-

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

C. Local Reports Menu (*locrmenu*), continued

H. Mailing Labels Menu (*mail_menu*)

- A. Missing Addresses Report (*ml_miss*)
- B. Address Labels Alphabetically within Unit (*ml_unit*)
- C. Address Labels by Pay Grade (*ml_grade*)
- D. Address Labels for selected SSNs (*ml_res*)
- E. Address Labels by Rate (*ml_rate*)

I. Non-Rate Reports (*nonrate*)

J. Identify Member by Dependent Birth Date (*baq_id*)

K. Good Conduct Report (*cndct*)

L. Duty Status Report (*duty*)

M. Local Reports Menu II (*locrmenu2*)

- A. Data Base Roster (*db*)
- B. Member Weight Report (*mwr*)
- C. Minority Designator Report (*mdr*)
- D. Unit Roster (*unit*)
- E. Pending Incoming PCS Transfer Report (*pipcstr*)
- F. Extension/Reextension Verification Report (*ervr*)
- G. Reserve Anniversary/Screening Report (*rasr*)
- H. Cost Center Code/Billet Control Number Report (*cccbcnr*)
- I. Home of Record Information Report (*hrir*)
- J. SGLI Roster (*sglir*)
- K. Allotment Information Report (*air*)
- L. School Completion Information Report (*scir*)
- M. Local Reports Menu III (*locrmenu3*)
 - A. Physical Information Report (*pir*)
 - B. Sea Time/Sea Pay Premium Report (*searpt*)
 - C. Blanket Allotment Code Report (*blanket*)
 - D. SRB Page7 Report (*srbp7*)
 - E. Dependents Reaching 21 Report (*lglage*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. **Administrative Remarks-Page 7**
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

D. Administrative Remarks (*aflmenu*)

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. **Review**
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

E. Review (review)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. **Review and Approval**
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

F. Review and Approval (*revapp*)

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. Review and Approval
- G. **Transaction Review View**
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

G. Transaction Review View (*tranrevvw*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review**
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

H Transaction Review (*tranrev*)

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu**
- J. System Administration Menu
- K. HRSIC Administration Menu

I. Reserve Unique Events Menu (*ruemenu*)

- A. Change Category, Class, Pay Status (*r910*)
- B. Assign/Remove Training Rating (*r920*)
- C. Screening questionnaire Menu (*sq_menu*)
 - A. Print Annual Screening Questionnaire (*sq_info*)
 - B. Report Annual Screening Data (*r900-rptsq*)
 - C. Print Overdue Screening Questionnaires Report (*scr_rpt*)
- D. Reserve Officer Experience Indicator (*r960*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

- E. Reserve ADT Actions and Reports Menu (*radt_men*)
 - A. Active Duty Training Reports Menu (*radtr_me*)
 - A. Anniversary Year Report by Anniversary Year (*ay_ay*)
 - B. Anniversary Year Report by Pay Grade (*ay_grade*)
 - C. Anniversary Year Report by Unit by Last Name (*ay_unitln*)
 - D. Anniversary Year Report by Unit by Anniv Yr (*ay_unitad*)
 - E. Quarterly Reserve Activities Report (*adtqtr*)
 - F. Document ID Report by Cost Center within District (*id_cost*)
 - G. Document ID Report by Cost Center, Object and Site (*id_ccos*)
 - H. Document ID Report by Fiscal Year (*id_fy*)
 - I. ADT History Report by Member (*hist_mbr*)
 - J. ADT History Report by Unit (*hist_unt*)
 - K. ADT History Report by Duty OPFAC (*hist_opf*)
 - L. ADT TOTALS (DETAIL) for COMDT (*l87217*)
 - M. ADT TOTALS (SUMMARY) for COMDT (*s87217.p*)
 - B. ADT Orders (*adt-eoe*)
 - C. Depart/Report ADT (*r990*)
 - D. Process Lump Sum Leave Payments (*r975*)
 - E. Stop Basic Pay, BAQ and BAS Entitlements (*r991*)
 - F. ADT History Maintenance (*adthist*)
- F. Reserve IDT Actions and Reports Menu (*ridt_men*)
 - A. Site Code Maintenance (*scd_mnt*)
 - B. Drill Group Maintenance (*resgrp*)
 - C. Member/Group Maintenance (*grpmbr*)
 - D. IDT Drill maintenance (*grpdlr*)
 - E. Drill Attendance Maintenance (*grpdrs*)
 - F. Drill Orders (*idtord*)
 - G. Unit Attendance Report (*uarrpt*)
 - H. IDT Drill for Pay and Points (*r985*)
 - I. IDT Drill Status Report (*idtdlrpt*)
- G. Report Course Completion (*r970*)
- H. Report Miscellaneous Events (*r900-misc*)
- I. Amend Expected Active Duty Termination Date (*p191*)
- J. Report Additional Active Duty Authorized (*p192*)
- K. Record Reserve RMGIB Eligibility Status (*p230*)
- L. Ready Reserve Mobilization Income Insurance Program (*rrmiip*)
- M. Pay SELRES (or Reserve) Enlistment Bonus (*h600r*)

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. **System Administration Menu**
- K. HRSIC Administration Menu

J. System Administration Menu (*samenu*)

- | | |
|---|--|
| A. View Transmittal Reports (<i>transrpt</i>) | All users |
| B. Site File Maintenance (<i>sasite</i>) | All users - Requires Admin Password |
| C. Change Sequent Password (<i>userscr</i>) | All users |
| D. Remarks Maintenance (<i>rmkscr</i>) | All users |
| E. Run Adhoc Routine (<i>sadhoc</i>) | All users - Requires Admin Password
To run reset_userid.r |
| F. Member Locator | All users |

Continued on next page

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

SDA II Main Menu

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. **HRSIC Administration Menu**

K. HRSIC Administration Menu

Note: This section contains important PERSRU user related information regarding transmittals and printing.

- A. Data Transmission
- B. Database Update/Start of Day
- C. Directory Cleanup
- D. Help Text Maintenance
- E. Purge Transaction History
- F. About SDA II
- G. View Database Update Reports
- H. HRSIC Reports Menu
 - A. Users Not Accessing SDA II Report
 - B. Users Made Inactive by Departing 8C Report
 - C. Approved Transaction Report
 - D. Approved Totals Report
 - E. GDG Report
 - G. Update FTP Password Date
 - H. Incomplete Transactions Report
- I. Security File Maintenance
- J. DAFIS Interface
- K. User ID Administration

Section Overview

Introduction The objective of this section is to provide detailed instructions for starting, stopping or changing blanket allotments, for users of SDA II, on active duty members and those reservists on Extended Active Duty.

Blanket Allotments are disbursed as a single monthly check payment from one or more members to an individual, financial institution, vendor, insurance company, Coast Guard Association, CFC, etc., as long as the allotment is for a legal purpose.

In this Section The following types of allotments will be discussed in this section:

Type	Description	Page Number
C2	Charitable contributions to the Combined Federal Campaign (CFC)	20-C-2
D2	Payment for support of dependent(s)	20-C-4
	Savings Deposit Program	20-C-8
H2	Payment of home loan, mortgage, or rent.	20-C-9
I2	Payment of premium for commercial insurance such as life, health, dental, vehicle, etc.	20-C-13
L2	Payment to a financial institution for an automobile loan, home improvement loan, loans to CG Mutual Assistance or Morale Funds, Armed Forces Relief Societies, the American Red Cross, etc.	20-C-17
M2	Navy Mutual Aid insurance.	20-C-21
O2	Payment to any individual, vendor, or financial institution for any legal purpose not covered by any other code.	20-C-25
X2	Payment of dues to a Coast Guard Association.	20-C-29

Charitable Contributions to the Combined Federal Campaign (CFC)

How to Prepare Blanket CFC Allotment Starts

Blanket Charitable Contribution (CFC) Allotment starts: (opens segment 77 in PMIS/JUMPS)

After entering Purpose Code “C2” in the Alt Type field and entering “Start” in the Alt Action field from the “Start, Stop, Change Allotments or Bonds” (Screen 1 of 1), press <GO> or <F1>. A message will be displayed telling you to “Verify that member has enough projected pay to cover allotment amount”. If sufficient projected pay exists, press <SPACEBAR> to continue. The following screen should appear:

Start Charitable Contribution Allotment (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction Amount: <u>0000.00</u>		
First Deduction Date: _____		
Last Deduction Date: _____		
Blanket Code: _____		
Account/Policy Number: _____		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	Enter a valid amount. Amount must at least be \$1.00.
First Deduction Date	Enter Year and Month of first deduction (e.g., starts for January 1998 would be entered as 9801 and need to be submitted prior to the mid-month January 1998 compute cycle cut-off.
Last Deduction Date	Enter Year and Month of last deduction. Last deduction date must always be December of calendar year starting.
Blanket Code	Enter a valid code or press <F2> for a listing. To search for a valid code (while in the help wheel) press <shift+F3> and enter part or all of the description, press <GO> or <F1>, highlight the desired code then press <GO> or <F1> to select that code.
Account/Policy Number	Not used for this type of start.

When finished filling-in all required fields, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Charitable Contributions to the Combined Federal Campaign (CFC), Continued

How to Prepare Blanket CFC Allotment Stops

Blanket Charitable Contribution (CFC) Allotment stops:

Highlight the “Current” CFC allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds” (Screen 1 of 1), press <GO> or <F1>, enter “Stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a CFC Allotment with an Alt Action of “Current”. If a CFC Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Charitable Contribution Allotment (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction: 0010.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Payment for Support of Dependent(s)

How to Prepare Blanket Dependent Allotment Starts

Blanket Dependent Allotment starts: (opens segment 77 in PMIS/JUMPS)

After entering Purpose Code “D2” in the Alt Type field and entering “Start” in the Alt Action field from the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>. A message will be displayed telling you to “Verify that member has enough projected pay to cover allotment amount”. If sufficient projected pay exists, press <SPACEBAR> to continue. The following screen should appear:

Start Dependent Support Allotment (to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction Amount: <u>0000.00</u>		
First Deduction Date: _____		
Last Deduction Date: _____		
Blanket Code: _____		
Account/Policy Number: _____		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	Enter a valid amount.
First Deduction Date	Enter Year and Month of first deduction (e.g., starts for January 1998 would be entered as 9801 and need to be submitted prior to the mid-month January 1998 compute cycle cut-off.
Last Deduction Date	Non-editable on starts of this type.
Blanket Code	Enter a valid code or press <F2> for a listing. To search for a valid code (while in the help wheel) press <shift+F3> and enter part or all of the description, press <GO> or <F1>, highlight the desired code then press <GO> or <F1> to select that code.
Account/Policy Number	Enter account or policy number.

When finished filling-in all required fields, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Continued on next page

Section C
BLANKET ALLOTMENTS

Payment for Support of Dependent(s), Continued

**How to
Prepare
Blanket
Dependent
Allotment
Stops**

Blanket Dependent Allotment stops:

Highlight the “Current” Blanket Dependent allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds” (Screen 1 of 1), press <GO> or <F1>, enter “stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Blanket Dependent Allotment with an Alt Action of “Current”. If a Blanket Dependent Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Dependent Support Allotment (to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction: 0010.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Section C
BLANKET ALLOTMENTS

Payment for Support of Dependent(s), Continued

How to Prepare Blanket Dependent Allotment Changes

Blanket Dependent Allotment changes:

Highlight the “Current” Blanket Dependent (D2) allotment you desire to change in the “Start, Stop, Change Allotments or Bonds” (Screen 1 of 1), press <GO> or <F1>, enter “change” in the Alt Action field. A message will be displayed telling you to “Verify that member has enough projected pay to cover allotment amount”. If sufficient projected pay exists, press <SPACEBAR> to continue. The following screen should appear:

Note: You may only change the AMOUNT of a blanket Dependent Allotment with an Alt Action of “Current”.

Change Dependent Support Allotment (to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
New Deduction Amount: 0000.00		
Old Deduction Amount: 0100.00		
First Deduction Date: _____		
Last Deduction Date: _____		
Blanket Code: 374 BENEFICIAL NATIONAL BANK		
Account/Policy Number: 55559999		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
New Deduction Amount	Enter new amount to be deducted.
Old Deduction Amount	Amount is pre-filled and non-editable.
First Deduction Date	Enter Year and Month of first (new) deduction (e.g., changes for April 1998 would be entered as 9804 and need to be submitted prior to the mid-month April 1998 compute cycle cut-off.
Last Deduction Date	Not used and non-editable.
Blanket Code	Pre-filled and non-editable. Should correspond to PMIS/JUMPS.
Account/Policy Number	Pre-filled and non-editable. Should correspond to PMIS/JUMPS.

Continued on next page

Payment for Support of Dependent(s), Continued

**How to
Prepare
Blanket
Dependent
Allotment
Changes,
continued**

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>.

Section C
BLANKET ALLOTMENTS

Savings Deposit Program

Reference

Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Section 7-C

How to Prepare Blanket Savings Deposit Starts

After entering Purpose Code “D2” in the Alt Type field and entering “Start” in the Alt Action field from the “Start, Stop, Change Allotments or Bonds” (Screen 1 of 1) press <GO> or <F1>. A message will be displayed telling you to “Verify that member has enough projected pay to cover allotment amount”. If sufficient projected pay exists, press <SPACEBAR> to continue. The following screen will appear:

Start Dependent Support Allotment (to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction Amount: <u>0000.00</u>		
First Deduction Date: _____		
Last Deduction Date: _____		
Blanket Code: _____		
Account/Policy Number: _____		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. This will be the date the member signed the allotment worksheet.
Monthly Deduction	Enter a valid amount. The minimum amount is \$5.00. The maximum amount is the amount of the member's monthly Net Pay.
First Deduction Date	Enter Year and Month of first deduction (e.g., starts for October 1999 will be entered as 9910 and need to be submitted prior to the 10 th of October.
Last Deduction Date	Non-editable on starts of this type.
Blanket Code	Enter 850.
Account/Policy Number	Enter member's social security number.

When finishing filling-in all required fields, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tan Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Section Overview

Introduction The objective of this section is to provide detailed instructions for starting, bond allotments and for stopping bonds or individual allotments. This section applies to active duty members and those reservists on Extended Active Duty.

Individual Allotments are disbursed as a single check payment to an individual, financial institution, vendor, insurance company, etc., as long as the allotment is for a legal purpose. EFT payments for allotments are mandatory.

In this section Detailed instructions for the following items are discussed on the page indicated.

Item	See Page
Bond Allotment Starts (Type B1 and G1)	20-B-2
Bond Allotment Stops (Type B1 and G1)	20-B-5
Dependent Allotment Stops (Type D1)	20-B-6
Home Loan Allotment Stops (Type H1)	20-B-7
Commercial Life Insurance Allotment Stops (Type I1)	20-B-8
Loan Repayment Allotment Stops (Type L1)	20-B-9
Individual Allotment Stops (Type O1)	20-B-10

Bond Allotment Starts

Before you begin

There are two types of bonds. Series “EE” bonds are purchased at a cost of half of the face value of the bond. Procedures for starting them are on this page. Series “T” bonds are purchased at full face value of the bonds. Procedures for starting them are on page 20-B-3

How to Prepare Bond Allotment Starts for Series EE Bonds

Bond Allotment starts for series EE: (opens segment 78 in PMIS/JUMPS)

After entering Purpose Code “B1” in the Alt Type field and entering “Start” in the Alt Action field from the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1), and pressing <GO> or <F1>, a message will be displayed telling you to “Verify that member has enough projected pay to cover allotment amount”. If sufficient projected pay exists, press <SPACEBAR> to continue. The following screen should appear:

Start EE Bond Allotment (Screen 1 of 2)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction Amount: <u>0000.00</u>		
Frequency: _____		
First Deduction Date: _____		
SSN of Owner: _____		
Co-owner/Beneficiary: ____		
SSN of Co-owner/Beneficiary: _____		

Begin filling in the fields as follows:

Field	Action																		
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.																		
Monthly Deduction Amount	Enter one of the following valid amounts (or press <F2> for a listing, highlight the valid amount and press <GO> or <F1>): <table><tr><td>Amount</td><td>Description</td></tr><tr><td>100.00</td><td>\$200.00 Face Value with 1 Monthly Deduction.</td></tr><tr><td>12.50</td><td>\$100.00 Face Value with 4 Monthly Deductions.</td></tr><tr><td>125.00</td><td>\$500.00 Face Value with 2 Monthly Deductions.</td></tr><tr><td>25.00</td><td>\$100.00 Face Value with 2 Monthly Deductions.</td></tr><tr><td>250.00</td><td>\$500.00 Face Value with 1 Monthly Deduction.</td></tr><tr><td>50.00</td><td>\$100.00 Face Value with 1 Monthly Deduction.</td></tr><tr><td>500.00</td><td>\$1000.00 Face Value with 1 Monthly Deduction.</td></tr><tr><td>62.50</td><td>\$500.00 Face Value with 4 Monthly Deductions.</td></tr></table>	Amount	Description	100.00	\$200.00 Face Value with 1 Monthly Deduction.	12.50	\$100.00 Face Value with 4 Monthly Deductions.	125.00	\$500.00 Face Value with 2 Monthly Deductions.	25.00	\$100.00 Face Value with 2 Monthly Deductions.	250.00	\$500.00 Face Value with 1 Monthly Deduction.	50.00	\$100.00 Face Value with 1 Monthly Deduction.	500.00	\$1000.00 Face Value with 1 Monthly Deduction.	62.50	\$500.00 Face Value with 4 Monthly Deductions.
Amount	Description																		
100.00	\$200.00 Face Value with 1 Monthly Deduction.																		
12.50	\$100.00 Face Value with 4 Monthly Deductions.																		
125.00	\$500.00 Face Value with 2 Monthly Deductions.																		
25.00	\$100.00 Face Value with 2 Monthly Deductions.																		
250.00	\$500.00 Face Value with 1 Monthly Deduction.																		
50.00	\$100.00 Face Value with 1 Monthly Deduction.																		
500.00	\$1000.00 Face Value with 1 Monthly Deduction.																		
62.50	\$500.00 Face Value with 4 Monthly Deductions.																		
Frequency	Automatically filled-in based on amount entered.																		

Continued on next page

Section B
INDIVIDUAL ALLOTMENTS

Bond Allotment Starts, Continued

How to Prepare Bond Allotment Starts for Series I Bonds

Bond Allotment starts for series I: (opens segment 78 in PMIS/JUMPS)

After entering Purpose Code "G1" in the Alt Type field, entering "Start" in the Alt Action field from the "Start, Stop, Change Allotments or Bonds (Screen 1 of 1)", and pressing <GO> or <F1>, a message will be displayed telling you to "Verify that member has enough projected pay to cover allotment amount". If sufficient projected pay exists, press <SPACEBAR> to continue. The following screen should appear:

Start I Bond Allotment (Screen 1 of 2)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction Amount: <u>0000.00</u>		
Frequency: _____		
First Deduction Date: _____		
SSN of Owner: _____		
Co-owner/Beneficiary: ____		
SSN of Co-owner/Beneficiary: _____		

Begin filling in the fields as follows:

Field	Action																																				
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.																																				
Monthly Deduction Amount	<p>Enter one of the following valid amounts (or press <F2> for a listing, highlight the valid amount and press <GO> or <F1>):</p> <table> <tr> <th>Amount</th><th>Description</th></tr> <tr><td>12.50</td><td>\$50.00 Face Value with 4 Monthly Deductions.</td></tr> <tr><td>25.00</td><td>\$50.00 Face Value with 2 Monthly Deductions.</td></tr> <tr><td>50.00</td><td>\$50.00 Face Value with 1 Monthly Deduction.</td></tr> <tr><td>37.50</td><td>\$75.00 Face Value with 2 Monthly Deductions.</td></tr> <tr><td>75.00</td><td>\$75.00 Face Value with 1 Monthly Deduction.</td></tr> <tr><td>25.00</td><td>\$100.00 Face Value with 4 Monthly Deductions</td></tr> <tr><td>50.00</td><td>\$100.00 Face Value with 2 Monthly Deductions</td></tr> <tr><td>100.00</td><td>\$100.00 Face Value with 1 Monthly Deduction</td></tr> <tr><td>50.00</td><td>\$200.00 Face Value with 4 Monthly Deductions.</td></tr> <tr><td>100.00</td><td>\$200.00 Face Value with 2 Monthly Deductions.</td></tr> <tr><td>200.00</td><td>\$200.00 Face Value with 1 Monthly Deduction.</td></tr> <tr><td>125.00</td><td>\$500.00 Face Value with 4 Monthly Deductions</td></tr> <tr><td>250.00</td><td>\$500.00 Face Value with 2 Monthly Deductions</td></tr> <tr><td>500.00</td><td>\$500.00 Face Value with 1 Monthly Deduction</td></tr> <tr><td>250.00</td><td>\$1000.00 Face Value with 4 Monthly Deductions</td></tr> <tr><td>500.00</td><td>\$1000.00 Face Value with 2 Monthly Deductions</td></tr> <tr><td>1000.00</td><td>\$1000.00 Face Value with 1 Monthly Deduction</td></tr> </table>	Amount	Description	12.50	\$50.00 Face Value with 4 Monthly Deductions.	25.00	\$50.00 Face Value with 2 Monthly Deductions.	50.00	\$50.00 Face Value with 1 Monthly Deduction.	37.50	\$75.00 Face Value with 2 Monthly Deductions.	75.00	\$75.00 Face Value with 1 Monthly Deduction.	25.00	\$100.00 Face Value with 4 Monthly Deductions	50.00	\$100.00 Face Value with 2 Monthly Deductions	100.00	\$100.00 Face Value with 1 Monthly Deduction	50.00	\$200.00 Face Value with 4 Monthly Deductions.	100.00	\$200.00 Face Value with 2 Monthly Deductions.	200.00	\$200.00 Face Value with 1 Monthly Deduction.	125.00	\$500.00 Face Value with 4 Monthly Deductions	250.00	\$500.00 Face Value with 2 Monthly Deductions	500.00	\$500.00 Face Value with 1 Monthly Deduction	250.00	\$1000.00 Face Value with 4 Monthly Deductions	500.00	\$1000.00 Face Value with 2 Monthly Deductions	1000.00	\$1000.00 Face Value with 1 Monthly Deduction
Amount	Description																																				
12.50	\$50.00 Face Value with 4 Monthly Deductions.																																				
25.00	\$50.00 Face Value with 2 Monthly Deductions.																																				
50.00	\$50.00 Face Value with 1 Monthly Deduction.																																				
37.50	\$75.00 Face Value with 2 Monthly Deductions.																																				
75.00	\$75.00 Face Value with 1 Monthly Deduction.																																				
25.00	\$100.00 Face Value with 4 Monthly Deductions																																				
50.00	\$100.00 Face Value with 2 Monthly Deductions																																				
100.00	\$100.00 Face Value with 1 Monthly Deduction																																				
50.00	\$200.00 Face Value with 4 Monthly Deductions.																																				
100.00	\$200.00 Face Value with 2 Monthly Deductions.																																				
200.00	\$200.00 Face Value with 1 Monthly Deduction.																																				
125.00	\$500.00 Face Value with 4 Monthly Deductions																																				
250.00	\$500.00 Face Value with 2 Monthly Deductions																																				
500.00	\$500.00 Face Value with 1 Monthly Deduction																																				
250.00	\$1000.00 Face Value with 4 Monthly Deductions																																				
500.00	\$1000.00 Face Value with 2 Monthly Deductions																																				
1000.00	\$1000.00 Face Value with 1 Monthly Deduction																																				
Frequency	<p>Enter the correct frequency:</p> <p>M – Monthly B – BI Monthly T – Tri Annual</p>																																				

Continued on next page

Bond Allotment Starts

**How to
Prepare Bond
Allotment
Starts,
Continued**

Field	Action
First Deduction Date	Enter Year and Month of first deduction (e.g., starts for April 1998 would be entered as 9804).
SSN of Owner	Pre-filled with SSN of member.
Co-owner/Beneficiary	You must enter either "C" for Co-owner or "B" for Beneficiary.
SSN of Co-owner/Beneficiary	Enter ssn or leave blank.

Once you have entered the information on this screen, press <GO> or <F1>. The following screen should appear:

Start Bond Allotment (Screen 2 of 2)		
060-00-0005	SA	DALLAS, STEVE
Bond Owner		
First Name: STEVE		Last Name: DALLAS
Co-Owner/Beneficiary: _____		
Example: Dan L. Jones (if co-owner/beneficiary does not have a middle initial/name DO NOT put NMI or NMN, only enter the First and Last names).		
Bond Owner's Address		
Address: _____		
City: _____ State: ____ ZIP: _____		

Begin filling in the fields as follows:

Field	Action
First Name and Last Name	Pre-filled and non-editable.
Co-Owner/Beneficiary	Enter name of Co-Owner or Beneficiary.
Bond Owner's Address	Enter Street address, City, State and Zip. Or press <F2> while on the Street address field for a list of existing addresses to copy.

When finished filling-in all required fields, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>.

Bond Allotment Stops

How to Prepare Bond Allotment Stops

Bond Allotment stops:

Highlight the “Current” Bond allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter “stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Bond Allotment with an Alt Action of “Current”. If a Bond Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Bond Allotment (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction: 0050.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Dependent Allotment Stops

How to Prepare Dependent Allotment Stops

Dependent Allotment stops:

Highlight the “Current” Dependent allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter “stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Dependent Allotment with an Alt Action of “Current”. If a Dependent Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Dependent Support Allotment (not to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	<u>DALLAS, STEVE</u>
Effective Date: _____		
Monthly Deduction: 0050.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Home Loan Allotment Stops

How to Prepare Home Loan Allotment Stops

Home Loan Allotment stops:

Highlight the “Current” Home Loan allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter “stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Home Loan Allotment with an Alt Action of “Current”. If a Home Loan Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Home Loan Allotment (not to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	<u>DALLAS, STEVE</u>
Effective Date: _____		
Monthly Deduction: 0450.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Commercial Life Insurance Allotment Stops

How to Prepare Commercial Life Insurance Allotment Stops

Commercial Life Insurance Allotment stops:

Highlight the “Current” Commercial Life Insurance allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter “stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Commercial Life Insurance Allotment with an Alt Action of “Current”. If a Commercial Life Insurance Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Commercial Life Insurance Allotment (not to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction: 0010.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Loan Repayment Allotment Stops

How to Prepare Loan Repayment Allotment Stops

Loan Repayment Allotment stops:

Highlight the “Current” Loan Repayment allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1)”, press <GO> or <F1>, enter “stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Loan Repayment Allotment with an Alt Action of “Current”. If a Loan Repayment Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Loan Repayment Allotment (not to blanket payee) (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction: 0100.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Individual Allotment Stops

How to Prepare Individual Allotment Stops

Individual Allotment stops:

Highlight the “Current” Individual (O1) allotment you desire to stop in the “Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter “stop” in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop an Individual (O1) Allotment with an Alt Action of “Current”. If an Individual Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a “Current” status, contact a member of HRSIC’s SDA II maintenance team.

Stop Individual Allotment (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Effective Date: _____		
Monthly Deduction: 0100.00		
Last Deduction Date: _____		
Allotment Number: 002		

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member’s LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of “C” for Complete. If you do not see all allotments listed, press <F5>.

Section Overview

Introduction The objective of this section is to provide general information related to starting, stopping or changing allotments and bonds on active duty members and those reservists on Extended Active Duty.

In this Section The following topics will be discussed in this section:

Topic	See Page
Rules	20-A-2
References	20-A-2
Types of Allotments	20-A-3
Fast Path ID and Data Entry	20-A-4

General Allotment Information

Rules

PERSRUs are authorized to start, stop or change allotments and bonds as outlined in Chapter 7 of the CG Pay Manual. The following general rules apply:

- Individual allotments to type “H1”, “I1”, “L1”, “O1”, “S1”, or “D1” are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company).
- Allotment starts and changes must process in PMIS/JUMPS prior to mid-month compute; e.g., an allotment start effective 1 March 1998 must process in PMIS/JUMPS prior to mid-month March 1998 compute cycle cut-off. Cycle cut-offs are published via e-mail ALPERSRU twice a year and reflected on the SDA II sign-on screen. Mid-month cut-offs generally fall around the 3rd of each month.
- Allotment stops must process in PMIS/JUMPS prior to the end-month compute of the following month; e.g., an allotment stop effective 30 April 1998 must process in PMIS/JUMPS prior to the May 1998 end-month compute cycle cut-off. End-month cut-offs generally fall around the 20th of each month.
- Allotment Starts, Stops, or Changes must not be submitted to PMIS/JUMPS more than two months in advance of desired action.
- Member must have enough projected pay to cover allotment amount. Consideration must be given when limited projected pay exists and member desires to stop an existing allotment in order to start another one.
- Member must not be liquidating advance pay and allowances.

References

Pay Manual, COMDTINST M7220.29 (series)
Personnel and Pay Procedures Manual, HRSICINST M1000.2A

Continued on next page

Section A
GENERAL ALLOTMENT INFORMATION

General Allotment Information, Continued

Types of Allotments All allotments fall into two general categories, Discretionary and Nondiscretionary. There are many different types of allotments within each category as outlined in the following tables:

Discretionary Allotments

Purpose Code(s)	Description
D1,D2, D3	Payment for support of dependent(s)
H1,H2, H3	Payment of home loan, mortgage, or rent.
I1,I2, I3	Payment of premium for commercial insurance such as life, health, dental, vehicle, etc.
L1,L2, L3	Payment to a financial institution for an automobile loan, home improvement loan, etc.
M2, M3	Navy Mutual Aid insurance.
O1,O2, O3	Payment to any individual, vendor, or financial institution for any legal purpose not covered by any other code.
S2	Deposits to a financial institution, mutual fund company, or investment firm for the personal or joint account of the member.
X2	Payment of dues to a Coast Guard Association.

Non-discretionary Allotments

Purpose Code(s)	Description
B1	Purchase of U.S. Savings Bonds – Series EE
G1	Purchase of U.S. Savings Bonds – Series I
C2	Charitable contributions to the Combined Federal Campaign (CFC).
E1	Payment to the Veteran’s Educational Assistance Program (VEAP).
F1	Payment to the Montgomery GI Bill (MGIB) Program.
L1,L2, L3	Payment of loans to CG Mutual Assistance or Morale Funds, Armed Forces Relief Societies, and the American Red Cross.
T1	Payment of indebtedness to the United States Government or a court appointed trustee under Chapter XIII of the bankruptcy act. T allotments are done at HRSIC only.

Notes:

- Purpose codes D3, H3, I3, L3, M3 and O3 are Electronic Fund Transfer (EFT) allotments and are reflected in PMIS/JUMPS as D2, H2, I2, L2, M2 and O2.
- Individual allotments to type “H1”, “I1”, “L1”, “O1”, “S1”, or “D1” are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company).

Continued on next page

Section A
GENERAL ALLOTMENT INFORMATION

General Allotment Information, Continued

**Fast Path ID
and Data
Entry**

Enter “mipaalot” for Fast Path ID or press “AJAA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen should display:

Start, Stop, Change Allotments or Bonds (Screen 1 of 1)						
060-00-0005			SA DALLAS, STEVE			
Alt	Alt	Alt	Monthly	Account Number/Bond	Effective	Tran
<u>Num</u>	<u>Type</u>	<u>Action</u>	<u>Ded Amt</u>	<u>Owner/ Allotment Num</u>	<u>Date</u>	<u>Stat</u>
002	X2	CURRENT	0005.00	005720158		
001	C2	CURRENT	0002.00	005720158		

The following is a list of fields on Screen 1 of 1 with their description:

Field	Description
Alt Num	Allotment number assigned by PMIS/JUMPS as reflected in the applicable segment and on member’s LES. This field is not accessible and will be blank until the first download following successful processing in PMIS/JUMPS.
Alt Type	Allotment purpose code.
Alt Action	Indicates status of transaction. Either Start, Stop or Current. <ul style="list-style-type: none">• Starts will change to Current during first download following successful processing in PMIS/JUMPS.• Stops will disappear during first download following successful processing in PMIS/JUMPS.• Current should reflect all allotments currently running as listed in PMIS/JUMPS.
Monthly Ded Amt	Amount deducted monthly.
Account Number/Bond Owner/ Allotment Num	Self-explanatory.
Effective Date	Effective date of Start or Stop actions.
Tran Stat	Transaction status. Will either be “I” for incomplete, “C” for complete, “A” for approved or “T” for transmitted.

Continued on next page

General Allotment Information, Continued

**Fast Path ID
and Data
Entry,
Continued**

The following table is provided, as a general overview, to assist users in starting, changing or stopping allotments or bonds. Detailed instructions, for each type of allotment, are contained in this chapter.

From the Start, Stop, Change Allotments or Bonds (Screen 1 of 1):

To	Then Do This
Start Allotments or Bonds (except Education and Indebtedness)	Press <F3> to insert. You will then be prompted to enter an allotment type (or purpose code). If you know the allotment type, you may enter it, otherwise press <F2> for a list of valid types. To select a type from the help wheel, use the up or down cursor keys, by highlighting the desired type and pressing <GO> or <F1>. You must then press <TAB> or <RETURN> to proceed to the Alt Action field. Enter "Start" and press <GO> or <F1>. Refer to the applicable section of this chapter for detailed instructions by type of allotment.
Stop Allotments or Bonds (except Education and Indebtedness)	You may only stop an allotment that has an Alt Action of "Current". Highlight the current allotment you wish to stop and press <GO> or <F1>. Refer to the applicable section of this chapter for detailed instructions by type of allotment.
Change Allotments (Except Education and Indebtedness)	You may only change an allotment that has an Alt Action of "Current". Highlight the current allotment you wish to change and press <GO> or <F1>. Refer to the applicable section of this chapter for detailed instructions by type of allotment.
Start, Stop or Change Veterans Education Assistance Program (VEAP) Allotments	Completed by HRSIC (MAS) upon request from PERSRU.
Start, Stop or Change Indebtedness Allotments	Completed by HRSIC (DC) upon request from PERSRU.
Start or Stop Montgomery GI Bill Allotments	Completed by TRACEN Cape May, RESTRACEN Yorktown or NOAA from the Montgomery GI Bill Allotments transaction in the Member Initiated Pay Actions Menu.
Stop all Allotments	Press <F3> to insert. Enter "SA" in the Alt Type field. Press <TAB> or <RETURN> and enter "StopAll" in the Alt Action field. Then press <GO> or <F1>. You will then be prompted to enter an effective date and last deduction date. See the Stop All section in this chapter for detailed instructions.

Section Overview

Introduction This section will provide you with information pertaining to printing in the SDA II Database System. It will also provide you with information on FTP (File Transfer Protocol) Utility, which allows you to send files from the SDA II centralized system to your local user directory on Standard Workstation III.

In This Section The following topics will be discussed in this section:

Topic	See Page
Reports	18-C-2
Forms, Transaction Log and Screen Print	18-C-7
FTP Utility	18-C-9

Printing and FTP (File Transfer Protocol) Utility

Purpose

The Purpose of this section is to explain the steps to take when printing or FTPing files in the SDA II Database System. Printing is a two step process and is explained in detail below. The following key processes will be explained in this section:

- Reports
- Forms, Transaction Log and Screen Print
- FTP Utility

Reports

1. When a user generates a report, only the members that are serviced by the user (PERSRU) will show up on the report.
2. ISC Users will have the capability to generate reports for members they service and for their entire AOR. When an ISC user selects a report to run, they will see the following message:

ISC Reporting

Do you want ISC Reporting? N

3. Reports will be viewed on the SDA II screen before printing.

SDA II

Member's PDIF Report

Personal Data Information Form

000-00-0013 YN1 WEBB, ROBERT 99JUN22 Pg. 1

THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974,
TITLE 5, USC, SECTION 552A.

General Member Data

Last: WEBB First: ROBERT MI: A 2MI: Sfx: JR Sex: M
Brth: 02/01/1959 Hgt: 72.0 Wgt: 207.0 MbrT: AEZ Rnk: 06/05/1986 Mrtty: 5

<Print> <Exit> <Save As>

Use the arrow keys to view the report. Insert

sdaii

SF1	SF2	SF3	SF4	SF5	SF6	SF7	SF8	SF9	SF10	Yes	PrtScr
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	No	Print

Start SDA II sda Microsoft Word - Document1 11:59 AM

Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

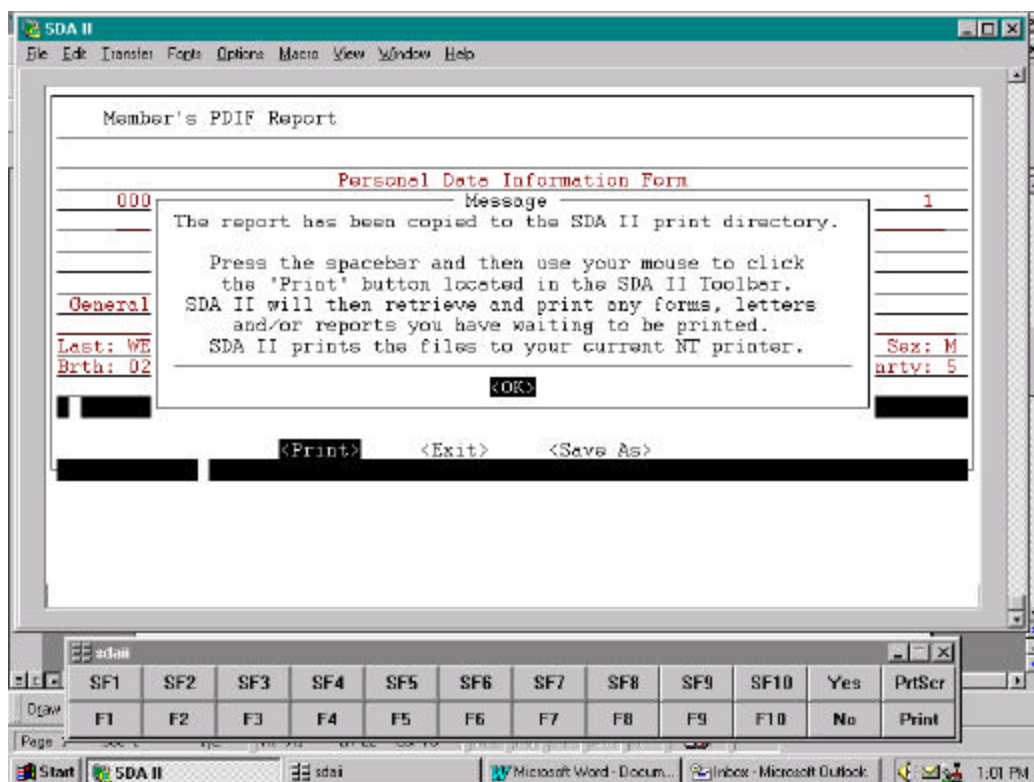
Reports, Continued

The PDIF report was run. Note the three areas of the screen:

Data Area – You can scroll through the data area by using your ARROW KEYS.

Action Area – The three actions are Print, Exit and Save As.

Use the TAB KEY to access the Action Area. Once an Action Area Item is highlighted, you may press the SPACEBAR to initiate the action. If you press the SPACEBAR when the Print Action is highlighted, the following screen will appear:



Note: This is step one of the printing process. A file is created in the SDA II print directory and remains there with all the other print requests you have made until you print the file(s) by clicking on the Print button on the SDA II Toolbar.

Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

Reports, Continued

As the message states, press the SPACEBAR and the message will disappear. If you press the SPACEBAR when the Exit Action is highlighted, you will return to the menu. If you press the SPACEBAR when the Save As Action is highlighted, the following screen will appear:

The screenshot shows the SDA II application window. The title bar reads 'SDA II'. The menu bar includes 'File', 'Edit', 'Transfer', 'Format', 'Options', 'Macro', 'View', 'Window', and 'Help'. The main window displays a report titled 'Member's PDIF Report'. The report content includes:

- Personal Data Information Form
- 000-00-0013 YN1 WEBB, ROBERT 99JUN22 Pg. 1
- THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974, TITLE 5, USC, SECTION 552A.
- General Member Data
- Last: WEBB First: ROBERT MI: A ZMI: Sfx: JR Sex: M

Below the report data is a 'Save As:' label followed by a text input field. At the bottom of the main window, there is a prompt: 'Enter a file name for the report.' Below the main window is a control panel with buttons labeled SF1 through SF10, Yes, No, Print, and PrtScr. The Windows taskbar at the bottom shows the Start button, SDA II taskbar icon, and several open applications: sda, Microsoft Word - Docum..., and Inbox - Microsoft Outlook. The system clock shows 1:32 PM.

Note: You use this Save As option usually when you create a report for an outlying unit and you intend to send it via E-mail.

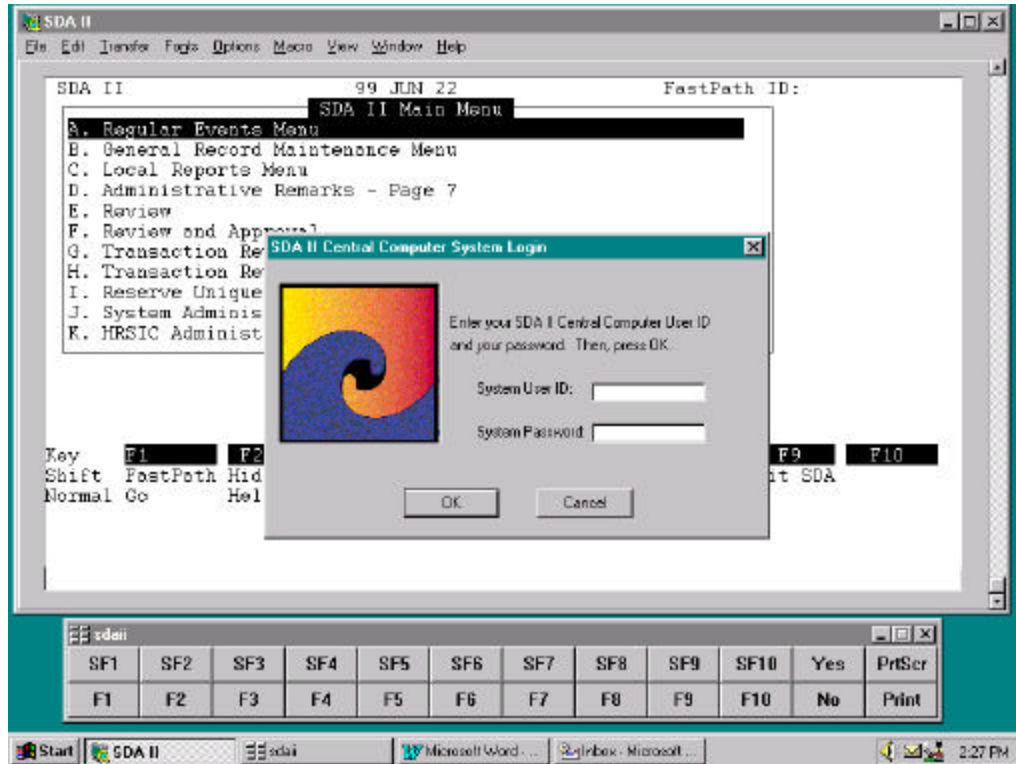
On the Save As line, enter a name for the report, Press F1 and then press the SPACEBAR to exit. The report will be saved in your "Home" directory. To retrieve the report, see FTP instructions on page 18-C-9.

Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

Reports, Continued

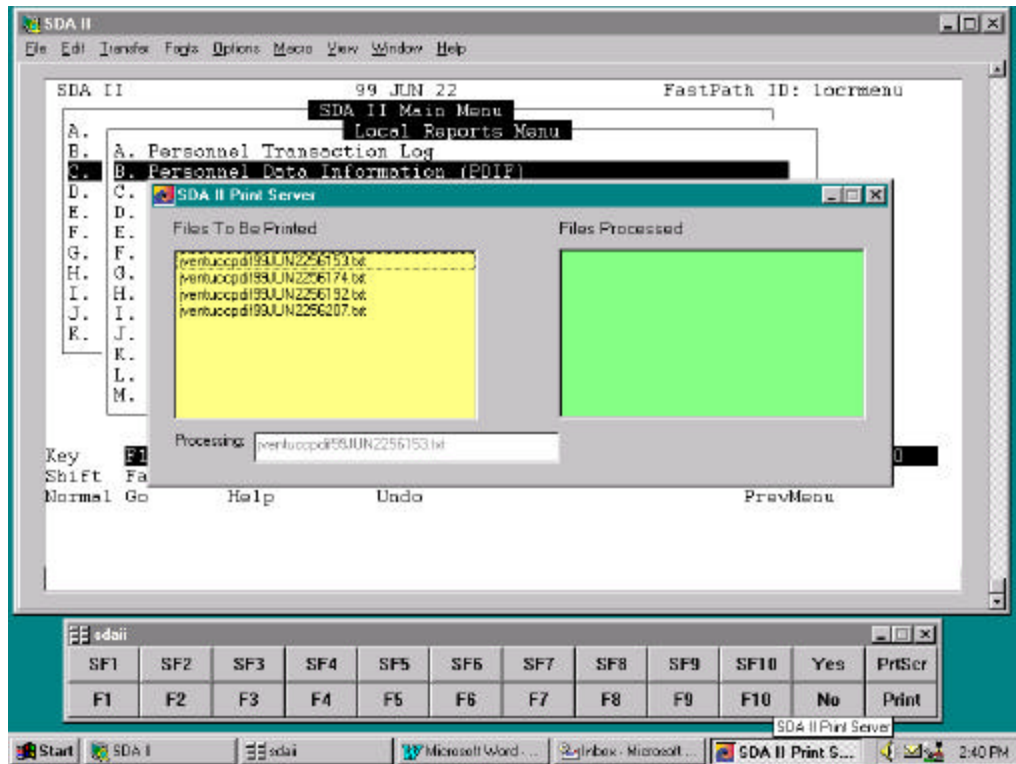
SDA II Toolbar Area – The SDA II Toolbar is MOUSE controlled, used as a substitute for the function keys and finalizes the Printing Process as explained below. The user clicks on the Print button. The following screen will appear:



Enter your ID, press TAB, Enter your Password and click OK or press Enter. After a short time, the following screen will appear:

Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued



Reports, Continued

This is the print server box and displays the print requests (Files To Be Printed) you have made. Each file, one at a time will move from Files To Be Printed to Processing to Files Processed. After all files have been processed the print server will disappear. The recommended method of printing is described below. When the print server box appears and once you see a file Processing, minimize the print server box or click your mouse anywhere on the SDA II screen and continue to work while the files process.

Note: It is also highly recommend that you generate several print requests prior to clicking on the Print button on the SDA II Toolbar. That is, DO NOT finalize the printing process until you have several items to print or intend to quit your SDA II session.

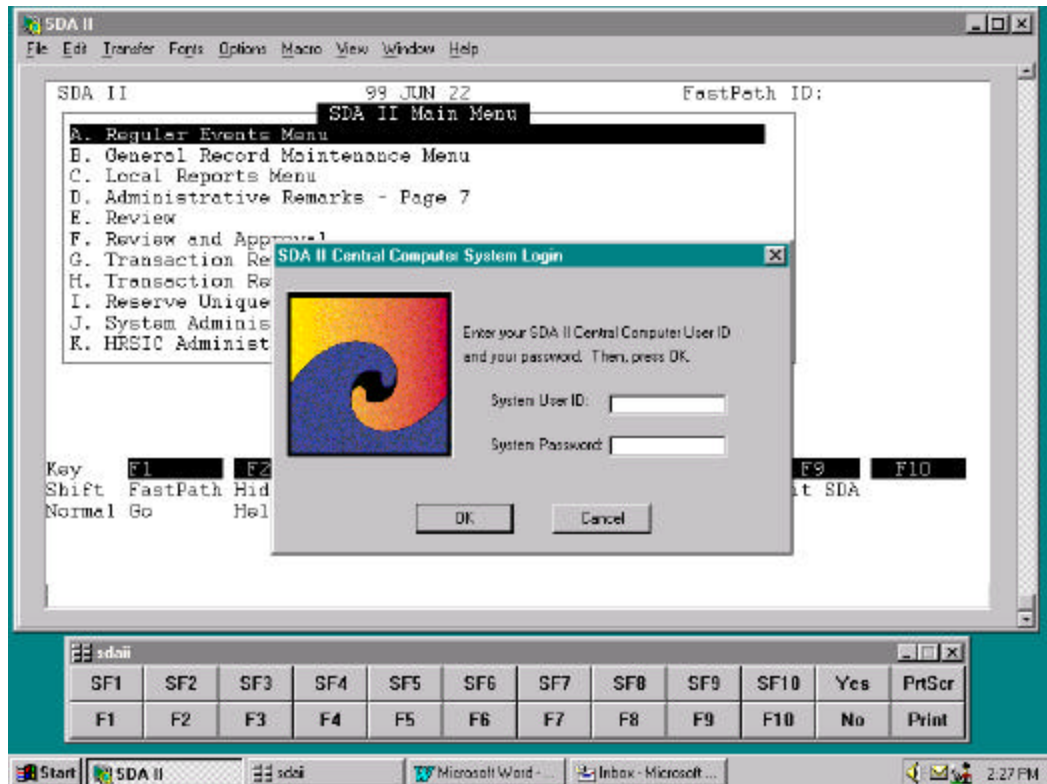
Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

Forms, Transaction Log and Screen Print

1. When a user presses F6 and selects print screen, print transaction log or print form, the first step of the printing process is initiated. A file is created in the SDA II print directory and remains there with all the other print requests you have made until you print the file(s) by clicking on the Print button on the SDA II Toolbar.

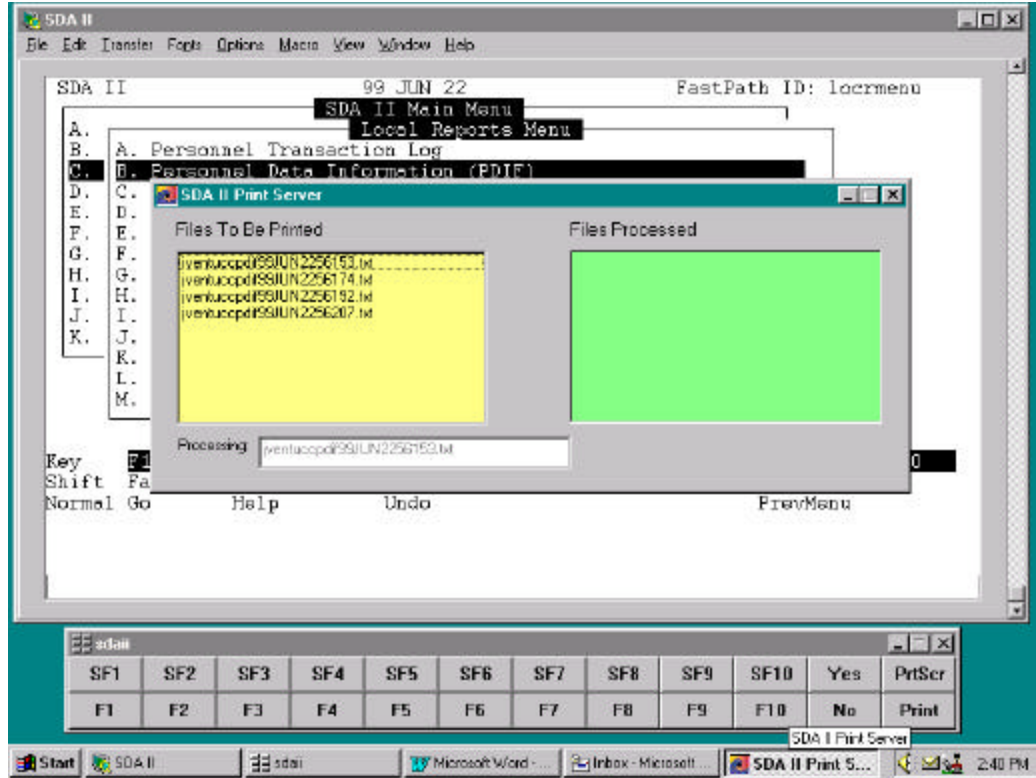
The user clicks on the Print button. The following screen will appear:



Enter your ID, press TAB, Enter your Password and click OK or press Enter. After a short time, the following screen will appear:

Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued



Forms, Transaction Log and Screen Print, Continued

This is the print server box and displays the print requests (Files To Be Printed) you have made. Each file, one at a time will move from Files To Be Printed to Processing to Files Processed. After all files have been processed the print server will disappear. The recommended method of printing is described below. When the print server box appears and once you see a file Processing, minimize the print server box or click your mouse anywhere on the SDA II screen and continue to work while the files process.

Note: It is also highly recommend that you generate several print requests prior to clicking on the Print button on the SDA II Toolbar. That is, DO NOT finalize the printing process until you have several items to print or intend to quit your SDA II session.

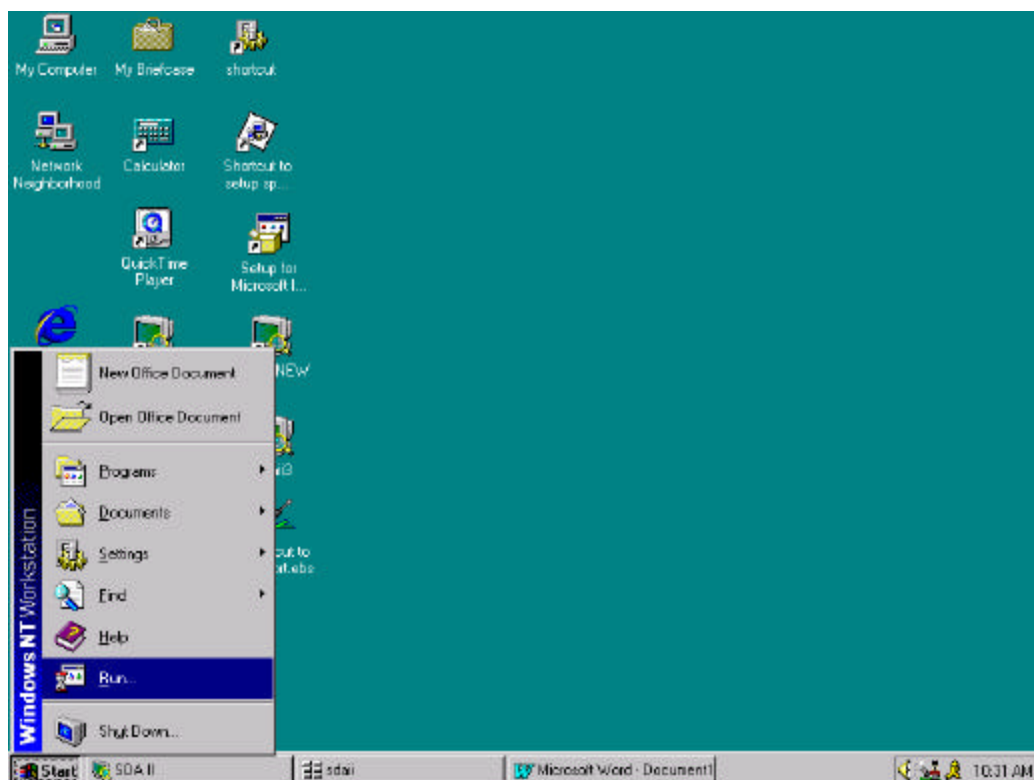
Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

FTP Utility

FTP allows you to send files from the SDA II centralized system to your local user directory on Standard Workstation III. This is usually on the User Storage (:U) disk drive or User Storage (:Z) disk drive. Create a directory just for your FTP files.

1. You should create a directory on your U: drive that you will use to transfer files. Click on the windows start button with the left mouse button.
2. Click on run with the left mouse button.

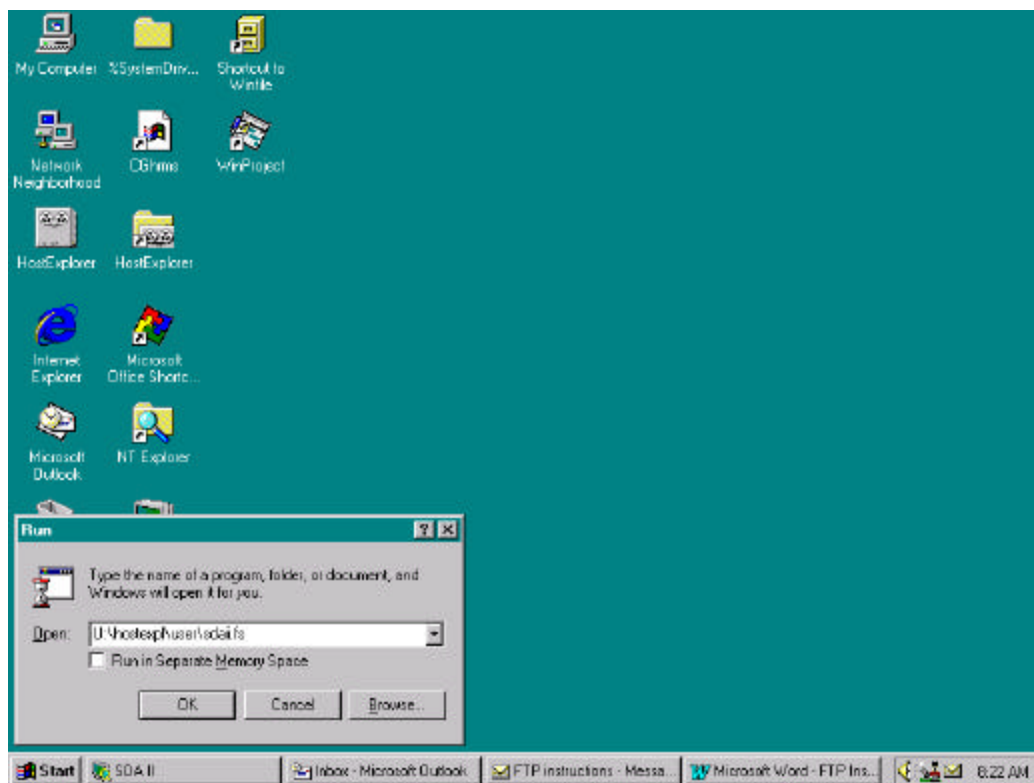


Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

FTP Utility Continued

3. In the open box type: U:\hostexpl\user\sdaai.fs and click OK.

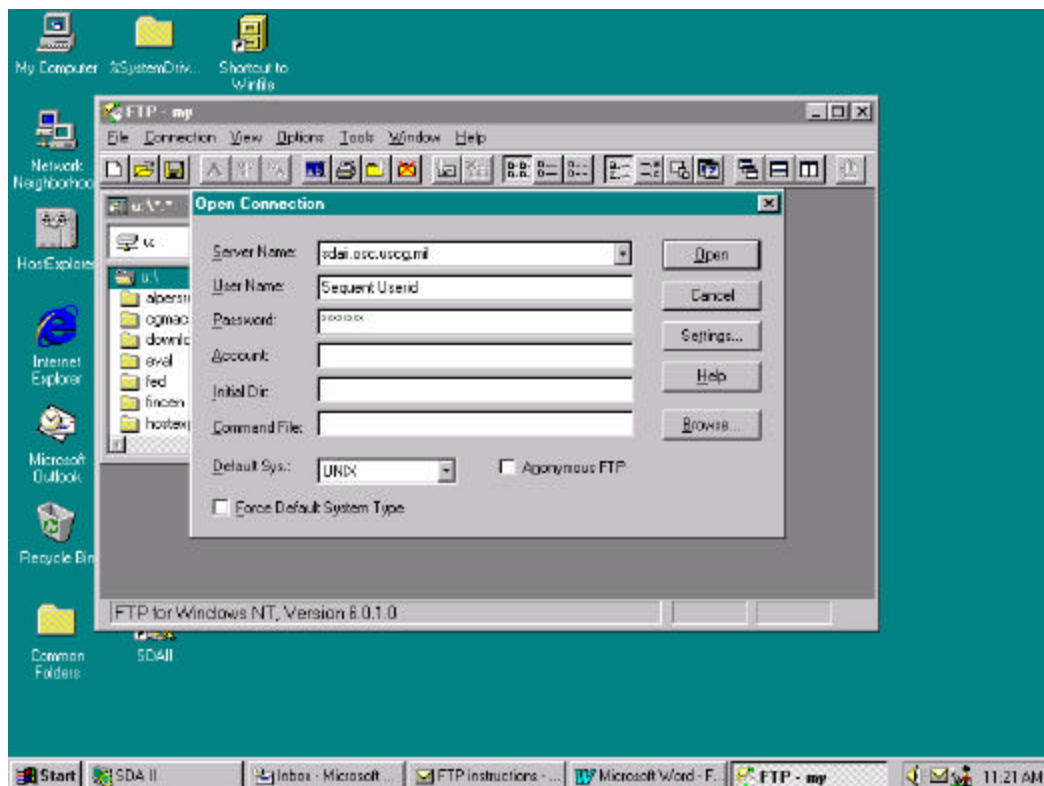


Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

FTP Utility Continued

4. Enter the server name as SDAII.OSC.USCG.MIL, user name as your Sequent userid and password as your Sequent password and click open. This is the userid and password you enter to access the Sequent computer that takes you to the SDA II sign on screen.

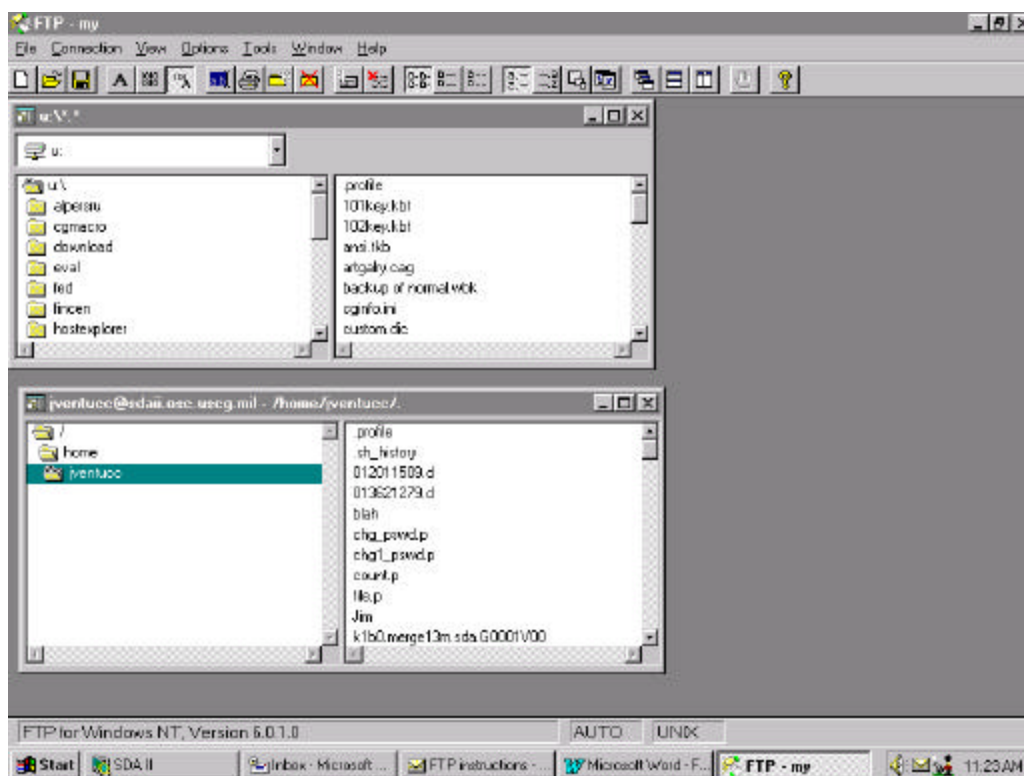


Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

FTP Utility Continued

5. When the following box appears, maximize the FTP box and position the two file list boxes as shown below. Click on the file in the lower file list box you want to transfer and drag it up to the upper file list box and to the directory you wish to place the file.

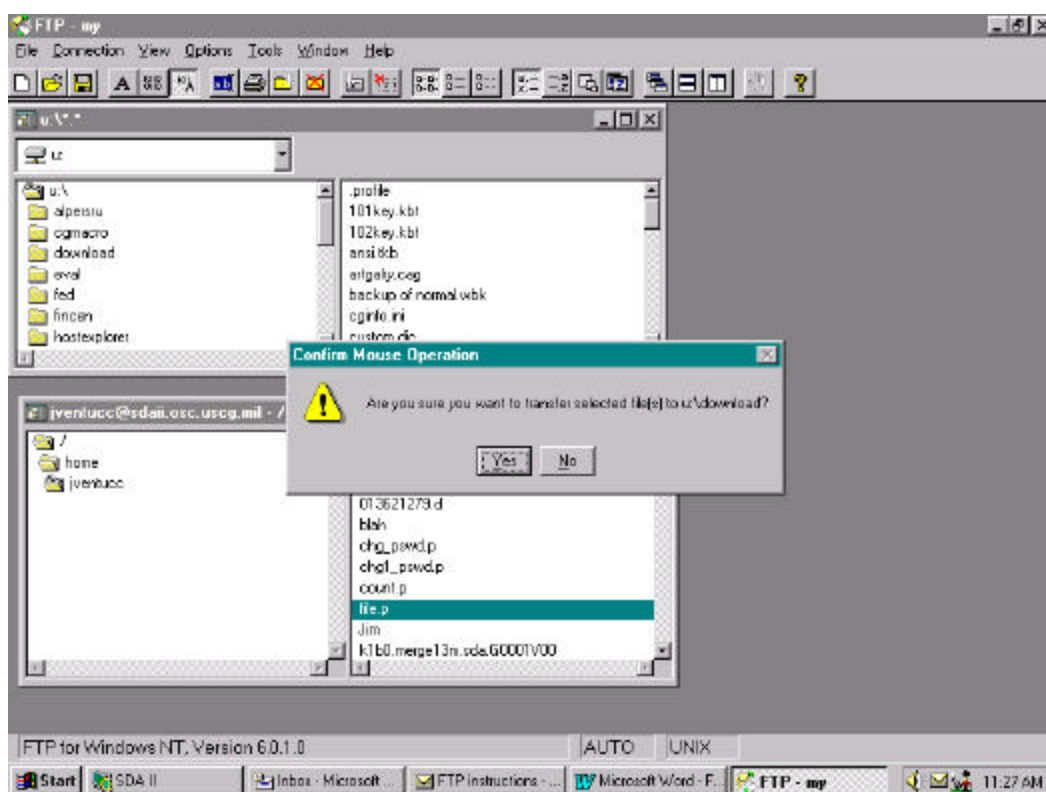


Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

FTP Utility Continued

6. A message will come up to verify you are transferring the correct file. Click yes if it is the correct file and no if it is not.

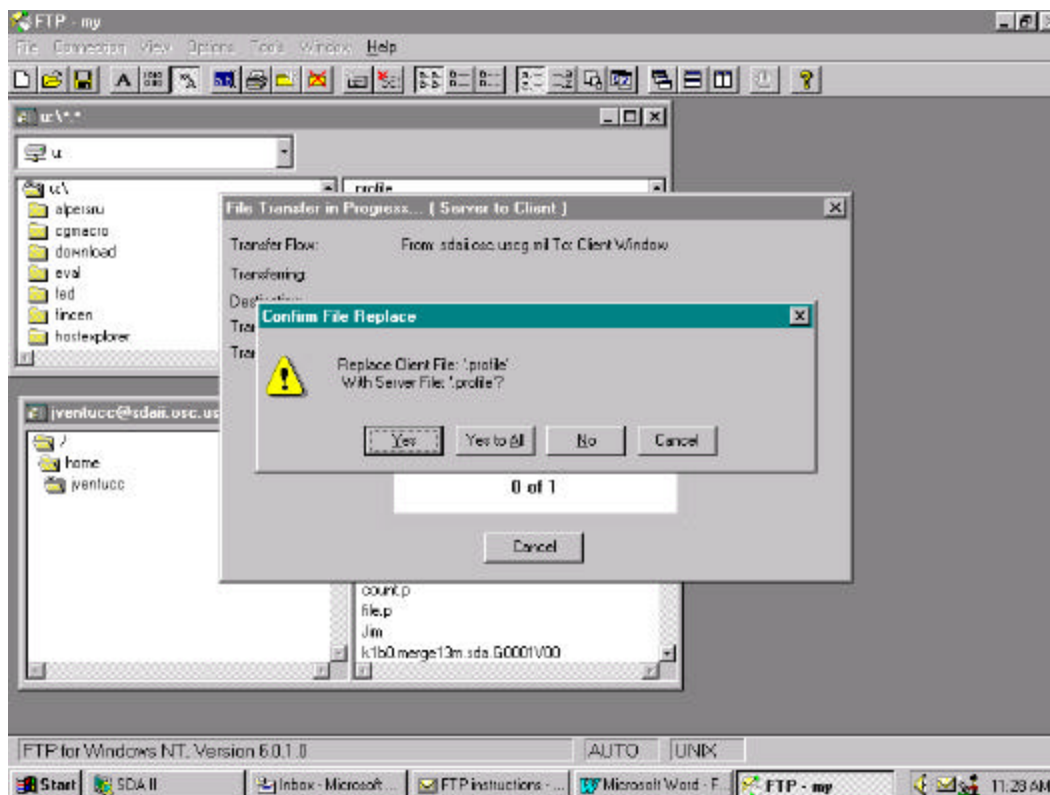


Continued on next page

Printing and FTP (File Transfer Protocol) Utility, Continued

FTP Utility Continued

7. If the file already exists another message will come up. If you want to replace the file with the new one just click yes otherwise click no.



At this point the file is transferred and will be sitting in your windows user directory. It can be viewed, printed, edited (notepad, word, etc) and/or E-mailed from there.

Section Overview

Introduction This section will provide you with information pertaining to processes in the HRSIC Administration Menu.

In this section The following topics will be discussed in this section:

Topic	See Page
HRSIC Data Transfer	18-B-2
CP1	18-B-3
Database Update/Start of Day	18-B-3
Directory Cleanup	18-B-3
Help File Maintenance	18-B-5
Purge Transaction History	18-B-6
About SDA II	18-B-6
View Database Update Reports	18-B-7
HRSIC Reports Menu	18-B-8
User Not Accessing SDA II Report	18-B-8
Users Made Inactive By Departing 8C Report	18-B-9
Approved Transaction Report	18-B-10
GDG Report	18-B-11
Update FTP Password	18-B-12
Security File Maintenance	18-B-13
DAFIS Interface	18-B-14
User ID Administration	18-B-14

Processes

HRSIC Data Transfer

The Data Transmission event is located in the HRSIC Administration Menu (Option “J”) from the Main Menu screen in SDA II. The following will occur during data transmission:

- The Data Transmission process will be automated and will run as follows:
- Daily
- 1130 EST for East Coast PERSRUs
- 1130 CST for Midwest PERSRUs
- 1130 PST for West Coast PERSRUs including Guam and Hono
- Nightly
- 0230 for all PERSRUs. Unless an update is running.
- HRSIC will have the ability to perform a full manual and a partial manual transmittal process.
- You may not review/approve documents while data transmission is running.
- PERSRU’s should check the CP1 Reports, available on the TCC’s computer (PMIS/JUMPS), to ensure transmittals are received.
- See the SDA II Design Document for a detailed and technical overview of this process.

Enter “saart” for Fast Path ID or press “JA” from the main screen in SDA II. The following Screen 1 of 1 will be displayed showing the action to be taken:

HRSIC Data Transfer (Screen 1 of 1)
<p>If you want to only transmit records by specific auditors, enter the auditor’s IDs separated by commas (with no blanks) and the reporting unit you wish the transactions to be assigned to. If you want to transmit records for all PERSRUs leave the fields blank and press the F1 key. If you want to cancel the procedure press the F4 or Escape key.</p> <p style="margin-left: 40px;">Auditor IDs: _____</p> <p>RU: <u>99</u></p>

Continued on next page

Processes, Continued

CP1 To ensure transmittals have been received by HRSIC, check the CP1 menu in PMIS/JUMPS. If a transmittal is not shown on CP1 please contact HRSIC (mas).

Transmittal cover sheets may be viewed or printed by selecting the System Administration Menu (option “T”) from the Main Menu and then by selecting View Transmittal Reports (option “B”).

Database Update/Start of Day The Database Update/Start of Day is used by HRSIC to load data files or the unit file. Enter “sadbupd” for Fast Path ID or press “JB” from the main screen in SDA II. The following should display the fields and action to be taken in the Data Update screen:

Note: See SDA II Design Document for a detailed and technical overview of this process.

Data Update
Load the data files?: <u> N </u>
OR
Load the UNIT file?: <u> N </u>

Field	Action
Load the data files	Enter Y to load the data files.
Load the UNIT file	Enter Y to load the Unit file.

Directory Cleanup Many of the system directories used by SDA II are cleaned up during the database update procedure. The directories should be periodically examined to insure files are being deleted/archived properly.

Continued on next page

Processes, Continued

Directory Cleanup, Continued

Enter “saclean” for Fast Path ID or press “JC” from the main screen in SDA II.
The following should display the fields and action to be taken in Screen 1 of 2:

Directory Cleanup (1 of 2)	
The SDA II Directory Cleanup procedure will check the following directories for files that are more than 030 days old. These files will then be deleted from the system.	
sda_temp/	-Temporary Directory
sda_archive/	-Archive Directory
sda_rpt/	-Reports Directory
sda_print/	-Telnet Printing Directory
Run the Directory Cleanup procedure?: ____	

Field	Action
Run the Directory Cleanup procedure	Enter “Y” to continue or “N” to return to the menu.

Press the “Return” key and Screen 2 of 2 will appear with the fields and the action to be taken:

Directory Cleanup (2 of 2)	
SDA II is checking the following directories for files that are older than v-days: 030 It then deletes the files.	
-Temporary Directory:	/proapps/sda_temp
-Archive Directory:	/proapps/sda_archive
-Reports Directory	/proapps/sda_rpt
-Telnet Printing Directory	/proapps/sda_print
Information	
The Directory Cleanup process is complete.	
<OK>	

Continued on next page

Processes, Continued

Help File Maintenance

The help text maintenance is used by HRSIC to update information provided by “HELP” keys in SDA II. Enter “sahelp” for Fast Path ID or press “JD” from the main screen in SDA II. The following screen displays the files.

Help Text Maintenance	
File	Title
	Blank Help Screen
addacdu.p	Amend AD Orders/Module
adtmnt.p	Reserve ADT-AT Orders Less Than 139 Days
advpay.p	Online Advance Pay
advpaya_w.p	Advance Pay & Allowances Worksheet
advpaya.a.p	Online advance Pay & Allowances
advpay_b.p	Online Advance BAH
advpay_o.p	Online Advance Overseas Housing Allowance
alotadr.p	Change allotment Address
amdterm.p	Amend AD Term Date/Module

Highlight a file that is needed. Press the “Return” key and the following will display the fields and action to be taken in the “Help File Maintenance” screen.

Help File Maintenance	
Help Maintenance Update	
Field:	File: adtmnt
Help Title: Reserve <u>ADT-AT Orders Less Than 139 Days</u>	
Answer Wheel Procedure: _____	
Validation Table Name: _____	
Validation Field Name: _____	

Field	Action
Answer Wheel Procedure	If an answer wheel program exists for the field, enter its name.
Validation Table Name	Enter the table name listed in the val_code file or leave blank.
Validation Field Name	Enter the field to be located in the val_code or leave blank.

Processes, Continued

Help File Maintenance, Continued

Press the “Enter” key and the following screen appears:

Help File Maintenance		
File:	Field:	Screen: 1 of: 2
(Help Text)		

Enter the desired information and press <F4> to end.

Purge Transaction History

This process removes unnecessary transaction history from your database that is older than 6, 12 or 18 months, as requested, and will be executed and maintained by HRSIC. Enter “purge” for Fast Path ID or press “JE” from the main screen in SDA II. The procedure will run as soon as it is selected. When the screen says “Procedure complete”, press space bar to continue.

About SDAII

The “About SDA” screen displays general information. Enter “about_sda” for Fast Path ID or press “JF” from the main screen in SDA II. The following screen should display:

About SDA II	
Version: 3.0 Beta	
Last Full Backup Was Done: 05/01/98	
Last Incremental Backup Was Done: 05/15/98	
Data Directories Were Cleaned: 01/27/99	
Operating System: UNIX	
Physical DataBase Name: /proapps/sdaii_db/sdaii	
Logical database name: sdaii	
Schema Holder: sdaii	
Database Type: PROGRESS	
Database Version: 8	
Database Code Page: ISO8859-1	
Screen Lines: 21	
Message Lines: 2	
Terminal: vt100	

Processes, Continued

View Database Update Reports The View Database Update Reports allow you to view report files for selected PERSRU's and to see what records errored out. Enter "updrpt" for Fast Path ID or press "JG" from the main screen in SDA II. The following should display the field(s) and action to be taken in Screen 1 of 2.

View DataBase Update Reports (Screen 1 of 2)	
Reports For PERSRU District: 53 OPFAC: 47400 RU: 99	
Report Files	Already Viewed?

Field	Action
Report Files	Highlight the report you wish to view using the arrows on the keyboard. Press the <F1> key.

Use the arrow keys to view the report.

Continued on next page

Processes, Continued

HRSIC Reports Menu

The HRSIC Reports Event provides various reports upon demand. Enter “hrsic_rptm” for Fast Path ID or press “JH” from the main screen in SDA II. The following screen will be displayed:

HRSIC Reports Menu	
Report Files	Already Viewed?
A. Users Not Accessing SDA II Report	
B. Users Made Inactive By Departing 8C Report	
C. Approved Transactions Report	
D. Approved Totals Report	
E. GDG Report	
F. Update FTP Password Date	

User Not Accessing SDA II Report

This report is available on the HRSIC Reports Menu. Enter “usraccess” for Fast Path ID or press “JHA” from the main screen in SDA II. The following screen will be displayed showing the fields and action to be taken for Screen 1 of 1.

SDA II – User Access Report (Screen 1 of 1)	
The report will list users who have not logged into the SDA II system within a certain number of days.	
Enter the number of days. Any users that have not accessed SDA II within the number of days will be listed on the report.	
Number of Days: 0	

Field	Action
Number of Days	Enter the desired number of days to be flagged and reported.

Continued on next page

Processes, Continued

User Not Accessing SDA II Report, Continued

Press the “Enter” key and the following screen will appear.

Users Who have not Access SDA II within 0						
SDA II Users Access Report						
Printed: 99APR06				Page 1		
THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974, TITLE 5, USC, SECTION 552A.						
The following users have not accessed SDA II within 0 days.						
						Last
User Name	User ID	SSN	Dist	OPFAC	RU	Accessed

Use the arrow keys to view the report or press <F4> to exit.

Users Made Inactive By Departing 8C Report

This report is available from the HRSIC Reports Menu. Enter “usrinactiv” for Fast Path ID or press “JHB” from the main screen in SDA II. The following screen should display the fields and action to be taken in Screen 1 of 1.

Note: See the SDA II Design Document for a detailed and technical overview of this process.

Inactive Users Report (Screen 1 of 1)	
The report will list SDA II users who have departed their PERSRUs and are now considered “inactive”.	
Enter a date range below. Any SDA II users that became inactive during the date range will be listed on the report.	
Start Date: ____/____/____	End Date: <u>04/05/1999</u>

Field	Action
Start Date	Enter the starting date of the range.
End Date	The system defaults to the current date.

Processes, Continued

Users Made Inactive By Departing 8C Report, Continued

Press the “Enter” key and the following screen is displayed along with the action to be taken.

Inactive Users Report For Dates 07/01/1998 to 08/14/1998						
SDA II Inactive Users Report For Dates 07/01/1998 to 08/14/1998						
Printed: 98AUG14				Page 1		
THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974, TITLE 5, USC, SECTION 552A.						
						Inactive
User Name	User ID	SSN	Dist	OPFAC	RU	Date
Maggard, Cathy	cathy	888-88-8888	53	47400	99	08/12/98
VanArsdall, Eddie	eddie	777-77-7777	53	47400	02	08/13/98
<div style="text-align: center;"><Print><Exit><Save As></div>						

Use the arrow keys to view the report, or <F4> to exit.

Approved Transaction Report

This report is available from the HRSIC Reports Menu. Enter “atr” for Fast Path ID or press “JHC” from the main screen in SDA II. The following is displayed along with the action to be taken in Screen 1 of 1.

SDA II – Approved Transaction Report (Screen 1 of 1)
The report will list transactions that are approved, current and have an effective date that is LE (less than or equal) to today.
Enter the DISTRICT OPFAC and RU that you wish to report on, OR for District, enter ALL (A) for all PERSRUs
District: ____ Opfac: ____ RU: ____

Field	Action
District ____, Opfac ____, RU ____	Enter the district or ALL.

Processes, Continued

GDG Report This report is available in the HRSIC Reports Menu. Enter “gdgrpt” for Fast Path ID or press “JHE” from the main screen in SDA II. The following will be displayed.

GDG Report
This report will print the totals for A and B records and subtotals by PERSRU, GDG group and date.
This will allow you to run the GDG report for a GDG number, GDG group, PERSRU or ALL.
Enter a range date below for the range of the report.
Date Range From: __/__/__ Date Range To: __/__/__
Select one of the following choices.
1. Enter the District OPFAC and RU that you wish to report on, OR ALL for all PERSRU's: ____
2. Enter the GDG number: <u>0000</u>
3. Enter the GDG group: <u>000</u>

Field	Action
Date Range From: __/__/__	Enter the beginning date of the report.
Date Range To: __/__/__	Enter the ending date of the report.
Enter the District OPFAC and RU that you wish to report on, OR ALL for all PERSRU's.	Enter the District, OPFAC, or enter ALL for all the PERSRU listings.
Enter the GDG number	Enter the applicable GDG number.
Enter the GDG group	Enter the applicable GDG group.

Press the “Enter” key for a print out of the report.

Continued on next page

Processes, Continued

Update FTP Password

This report is available in the HRSIC Reports Menu. Enter “chaftp” for Fast Path ID or press “JHF” from the main screen in SDA II. The following displays the field and action to be taken in the FTP screen:

Note: When the SDA II developer (userid begins U2BE) sign's on to SDA II and 24 days have passed since the FTP users passwords have been changed, the SDA II developer will receive a message to change the passwords for sdaftp (Sequent FTP user) and k1b2sdax (TCC FTP user). When you answer “Yes”, a date field is set and you now have another 24 days before having to change the passwords again. Insure the SDA II and TCC programs have been modified, compiled and moved.

Note: See the SDA II Design Document for a detailed and technical overview of this process.

Have you changed the FTP password's yet? <u>No</u>
--

Field	Action
Have you changed the FTP password's yet? <u>No</u>	Enter “Y” if applicable and press “Enter” or <F4> to end.

Continued on next page

Processes, Continued

Security File Maintenance

The Security File Maintenance option allows you to provide or limit access to all of the actions in SDA II. HRSIC maintains this security. Within the Security List Lookup screen, the following rules apply:

- User logon IDs may contain wildcards.
- An exclamation point (!) means NOT.
- Commas must separate user Login IDs in a list.
- Do not use spaces in a string (they will be taken literally).

The following is a list of access codes and explanations:

<u>Access Code</u>	<u>Explanation</u>
*	All users have access
joey123,jim566,etc.	Only users specified have access
!joey123,!jim566,*	All users, except the ones specified, have access
team*	Only users whose logon ID begins with “team” have access
!*	No one has access. DO NOT use this for access to Security File Maintenance

Each PERSRU has their own set of security records. When updating the security file, you must update for all PERSRUs. Take the following steps to update a security action:

- Highlight and Select any PERSRU to update.
- Use the up and down arrow keys to highlight the security action to be updated.
- Press <F1> to update the selected action.
- Make the appropriate changes as outlined above.
- Press <F1> to update the selected record.
- After pressing <F1>, the system will ask you if you wish to update all PERSRUs records. Enter “Yes” to do so.

Continued on next page

Processes, Continued

DAFIS Interface The DAFIS to LUFIS interface is an accounting data reconciliation program for all Printed Reserve Active Duty orders created in SDA II. HRSIC will perform this function for all PERSRU's. The program produces a file for each PERSRU in /proapps/dafis that should be E-Mailed to a corresponding budget and accounting branch.

Note: You should FTP the file from the Sequent to WSIII on a weekly basis and send the file to the Funds Manager.

User ID Administration

The User ID Administration option allows you to maintain a list of valid SDA II user names, User IDs, and System passwords and is located in the HRSIC Administration Menu. To create or delete users you must be logged-on to SDA II as the PERSRU's "Admin" user or as a SDA II developer. Press <F3> (Insert). You will be prompted to enter a User ID, User Name, Password and "Y" or "N" to indicate Review and Approval access. The following rules apply:

- User IDs should not contain spaces and be 8 characters.
- User Names should reflect rank and last name.
- Passwords must be 6 characters long, begin with a letter, and contain 1 or more numbers and are case sensitive.
- Review and Approval passwords must not be the same as the User ID password and are case sensitive.

If you indicate "Y" for Can Review, an existing user with Review and Approval authority must enter their User ID and Review and Approval password. You will then be prompted to enter the new user's Review and Approval password with verification. Insure security file maintenance is set properly.

Continued on next page

Processes, Continued

User ID Administration, Continued

There are three ways to change a User ID and Review and Approval password.

- The user must go into User ID Administration and change their own passwords themselves, OR
- The Admin user may completely delete the User ID and recreate it.
- Run a developer created adhoc.

To delete a User ID, go into User ID Administration and highlight the desired User ID, press <F10>, press <Y> and <F1>.

Section Overview

Introduction This section will provide you with information pertaining to processes of the SDA II database.

In this section The following topics will be discussed in this section:

Topic	See Page
View Transmittal Reports	18-A-2
Site File Maintenance	18-A-3
Change Sequent Password	18-A-4
Remarks Maintenance	18-A-4
Run Adhoc Routine	18-A-4
Member Locator	18-A-4

Processes

Overview The events listed under the System Administration Menu are described in this section.

View Transmittal Reports The View Transmittal Reports Event provides a list of transmittals polled by HRSIC.

- PERSRU's are limited to viewing only their transmittals.

There are 5 fields listed in the Transmittal Report event.

Field	Description
Transmittal Number	3-digit sequential number of transmittals submitted.
Transmittal Date	Date the transmittal was prepared.
Generation Data Set Number	Transmittals are batched and assigned a Generation Data Set Number by HRSIC. Transmittals from more than one PERSRU may be assigned the same data set number.
Number of A Records	Total number of transactions included in the transmittal.
Number of B Records	Total number of documents in the transmittal.

Transaction Listing Transaction listings can be viewed by selecting a transmittal and pressing <F1>.

Continued on next page

Processes, Continued

Site File Maintenance

The Site File Maintenance options allow you to maintain information as it relates to a specific site. The following is a description of each field in the Site File:

(Screen 1 of 2)	
<u>Field</u>	<u>Explanation</u>
Site Name	Self Explanatory
Address	Self Explanatory
Phone	Self Explanatory
District	Self Explanatory
OPFAC	Self Explanatory
Reporting Unit	Self Explanatory
OPFAC Modifier	Not Used
Site Code	Used for Creating Reserve DOCIDs
Beginning Sequence	Used for Creating Reserve DOCIDs
Ending Sequence	Used for Creating Reserve DOCIDs
Agency Reg/Dist	Used for Creating Reserve DOCIDs
Database Platform	CTOS, UNIX or "Client"/Server
Central Sys. Host Name	NT's Server Name for SDA System
Transmittal Group	The Number for the PERSRU
HRSIC Update	Date the Last HRSIC update loaded
Live Date	The date the PERSRU went live

(Screen 2 of 2)	
<u>Field</u>	<u>Explanation</u>
ACO Name	Populates CG-5131, Item 12a
ACO Authority	Not Used
Resp Officer Name	Not Used
Officer Grade & Title	Not Used
Signee Authority	Populates DD-214, Item 22
Amount Limitation	Not Used
Time Limit	Minutes to Invoke Time Out Routine
Identification Line	Used for Amend/Cancel Reserve Orders
Telephone	Used for Amend/Cancel Reserve Orders
Transfer Authority Lines	Tests Block 6 lines 1-4 of Reserve Orders

Continued on next page

Processes, Continued

- Change Sequent Password** The Change Sequent Password option allows you to change your sequent password and is found in the System Administration Menu.
- The application will ask for your old password and then for your new one.
 - Passwords must be at least 8 characters, beginning with a letter and containing two numbers.
 - The first 3 characters of the password must be different than the first 3 characters of the previous month's password.

Note: Change your Sequent password at the same time SDA II requires you to change your SDA II password.

Remarks Maintenance The Remarks Maintenance option allows you to maintain the list of valid remarks for use with the Standard Travel Order (CG-5131). It also allows you to create additional remarks, specific to your site, for future retrieval. Use the following keys when updating the remarks:

- <F1> key to modify a remark.
 - <F3> key to add a remark.
 - <F10> key to delete a remark.
-

Run Adhoc Routine The Run Adhoc Routine is located in the System Administration Menu.

Member Locator This menu option may be accessed by all SDA II users, it is used to locate any member in the database and displays the following information:

Field	Description
Social Security	Member's SSN
Last Name	Member's Last Name
First Name	Member's First Name
MI	Member's Middle Initial
Rank	Member's Rank/Rate
Status	Active/Reserve Status
PERSRU	Servicing PERSRU
UNIT	Member's Assigned Unit
Phone	Units Phone Number

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for the system administrators in maintaining the SDA II system.

In this chapter The following processes will be discussed in this chapter:

Section	Event	See Page
A	System Administration	18-A-1
B	HRSIC Administration	18-B-1
C	Printing and FTP (File Transfer Protocol) Utility	18-C-1

Chapter Overview

Introduction The objective of this chapter is to give the user at the PERSRU an understanding of:

- Reports and rosters produced by SDA II
 - How they can be produced
 - What information they have
-

In this chapter The following topics are discussed in this chapter:

Section	Topic	See Page
A	Reports and Rosters	17-A-1

Section Overview

Introduction The objective of this section provides procedures for auditors at PERSRUs to use when reviewing and approving SDA II transactions.

In this Section The following topics will be discussed in this section:

Topic	See Page
Policies	14-A-2
Getting started	14-A-4
How to Review an Event or Transaction that is in a Complete Status	14-A-7
How to Change a Transaction's Status	14-A-9
Review and Approval Transaction Report	14-A-10
Deleting Erroneous Transactions	14-A-12
Other Important Information About Review and Approval	14-A-13

Section A
REVIEW AND APPROVAL

Policies

Purpose Review and Approval allows auditors (PAO designated personnel) at PERSRUs, to verify the accuracy of SDA II transactions and approve those transactions for transmission to HRSIC for PMIS/JUMPS. A transaction must be reviewed and approved by a properly designated PAO prior to transmission to HRSIC.

PERSRUs may only review and approve transactions for members they service When an auditor is performing the review and approval process, the system will know what PERSRU the auditor works for and verify the transaction being audited is for a member serviced by the same PERSRU. There is a separate menu option for users who wish to view transactions, which are waiting to be approved.

Exception: This edit will apply to all SDA II sites except for Cape May Clothing Locker, HRSIC and HQ.

When a member, with review and approval authority, transfers between PERSRUs, HRSIC, or HQ, their authority to review and approval transactions created at the previous site will not be in effect at their new duty station.

Option to review with approval or review only The table below shows the actions HRSIC and PERSRU SDA II users can take when entering the Review and Approval, and the Review screens of SDA II and the results they will get.

Action	Results	
	Review Approval	Review
HRSIC Enters ALL	All Current HRSIC Transactions	
HRSIC Enters SSN	All Current HRSIC Transactions	All Current Transactions
PERSRU Enters ALL	All Current PERSRU Transactions	
PERSRU Enters SSN	All Current PERSRU Transactions	All Current Transactions

Continued on next page

Policies, Continued

**Capability to
access the type
entry field**

When a PERSRU is converted to standard workstation III SDA II, the “live date” is set in the database. If any corrections or deletions must be done with an effective date prior to this “live date” and the original document is NOT present in the system, auditors will have the capability to access the type entry field to enter a "C" (correction) or "D" (delete) type entry. Great caution should be taken to insure all pertinent information is correct.

Review

Review only allows a user to view transactions.

- All PERSRU users may view the transactions of member's they service, even HRSIC transactions.
 - HRSIC users may view any member's transactions even if they did not create the transaction.
-

Getting Started

Introduction This section will help you access the Review and Approval screens in SDA II and familiarizes you with the fields displayed.

Accessing the review and approval screen Follow these steps to access the review and approval screen.

Step	Action
1	Enter “revapp” for Fast Path ID or press “E” from the Main Menu Screen in SDA II.
2	Enter the member’s SSN or last name and press <GO> or F1.
3	Screen 1 of 3 will be displayed. Enter your Review and Approval Password in the space provided and press <GO> or F1. Note 1: The auditor must have a Review and Approval password to be able to get into the Review and Approval event. Note 2: The Review and Approval password is case sensitive, so make sure you are entering your password correctly.
4	Press <GO> or F1. Review and Approval (Screen 2 of 3) will appear.

Review and Approval (Screen 2 of 3)				
000-00-0000	YNC DOE, JOHN	revapp	Type	
Event ID	Event Name	Status	Entry	Dt/Tm
parwar	Warrant Appointments	Compl	11/30/97	2400
DOE, JOHN			000000000	
P607-Subst	Subsistence Pay	Incom	11/01/97	0001
DOE, JOHN			000000000	

Continued on next page

Section A
REVIEW AND APPROVAL

Getting Started, Continued

Description The following is a description of each item on Screen 2 of 3:

Item	Description	
Event ID	Event ID of the event/transaction.	
Event Name	Event Name of the event/transaction.	
Status	Status of the event/transaction.	
	If the status shows	Then the event/transaction is
	Appro	Approved
	Compl	Completed
	Incom	Incomplete
Type Entry	Shows the type of event/transaction	
	If the Type Entry is	Then the event/transaction is
	Blank	original and is not an NJP/Courts-Martial transaction
	C	a Correction
	D	a Deletion
	I	an original Initial NJP/Courts-Martial transaction
	M	a modified NJP/Courts-Martial transaction,
	A	an Affirmed Courts-Martial transaction
Dt/Tm	Event/transaction effective date and time.	

Selecting an event or transaction to review Highlight the event/transaction you want to review and approve by using the up and down arrow keys. Once you have highlighted the event/transaction press <GO> or F1. Review and Approval (Screen 3 of 3) will appear.

Review and Approval (Screen 3 of 3)					
000-00-0000	YNC	DOE, JOHN	parwar	Type	
Trans	Transaction Name	Status	Entry	Date	Userid
	Warrant Appointments	Complete			xxxxxx
P203r	Discharge	Complete		11/30/97	xxxxxx
UnAllow	Officer Uniform Allowance	Complete		12/01/97	xxxxxx

Continued on next page

Section A
REVIEW AND APPROVAL

Getting Started, Continued

Description The following is a description of each item on Screen 3 of 3:

Item	Description	
Trans	The transaction ID.	
Transaction Name	Name of the transaction.	
Status	Status of the event/transaction.	
	If the status shows	Then the event/transaction is
	Appro	Approved
	Compl	Completed
	Incom	Incomplete
Type Entry	Shows the type of event/transaction	
	If the Type Entry is	Then the event/transaction is
	Blank	original and is not an NJP/Courts-Martial transaction
	C	a Correction
	D	a Deletion
	I	an original Initial NJP/Courts-Martial transaction
	M	a modified NJP/Courts-Martial transaction,
	A	an Affirmed Courts-Martial transaction
Date	Transaction effective date.	
UserID	ID of the user who last viewed the transaction	

How to Review an Event or Transaction that is in a Complete Status

Introduction This section will guide you through the process of reviewing a completed event or transaction.

Before you begin When reviewing an event, ensure all the transactions associated with the event are in a completed status.

You cannot make any changes to a completed transaction. You must change the status to "incomplete" if any changes are necessary. Procedures for changing a transaction's status are on page 14-A-9.

Procedure Follow the steps below to review an event or transaction that is in a “complete” status on Review and Approval (Screen 3 of 3):

Step	Action	
1	If you want to review	Then
	a single transaction	Highlight the transaction to review by using the up and down arrow keys and then press SHIFT-F7.
	all transactions for an event	Highlight the Event name and then press SHIFT-F7.
2	The system will now take you to the first screen of the first transaction and will allow you view the screen only. Note: You cannot make any changes to a completed transaction. You must change the status to "incomplete" if any changes are necessary. Procedures for changing a transaction's status are on page 14-A-9.	
3	Once you have reviewed a screen of the transaction, press <GO> or <F1> for the remaining screens of the transaction. <ul style="list-style-type: none">• If you are on a scroller screen, you will have to press <SHIFT>+<F6> or <NEXT-PAGE> to get to the next screen.• If the transaction is a correction or deletion, make sure the Type Entry/Entry Type block has a “C” for correction or “D” for deletion.	

Continued on next page

How to Review an Event or Transaction that is in a Complete Status, Continued

Procedure (continued)

4	Once you have completed all the screens for the transaction(s) you are reviewing, the system will return you to Review and Approval (Screen 3 of 3).	
5	To change a transaction or event to approved status, highlight it using the arrow keys (should already be highlighted in most cases) and press <GO> or <F1>. The system will allow you to change the status of the transaction or event to “Approved”, by pressing the “A” key.	
6	If you have	Then
	completed reviewing transactions on all members	press <F9> to get out of Review and Approval
	not completed reviewing transactions and want to bring up another member	press <SHIFT>+<F8> and type in the SSN or last name of the then press <GO> or <F1>. You may now return to step 1 of this table to review and approve events or transactions for this member.

What happens next

Once you have changed the status of the event/transaction to “Approved”, the system will retain the transaction until a transmittal is done.

When a transmittal is created, the system will look at the effective date of each approved transaction and will transmit the transaction if the effective date of the transaction is equal to or less than the date of the creation of the transmittal.

Exception: There are certain transactions that will automatically transmit when a transmittal is created, no matter what the effective date is (i.e., a P625 stopping entitlement).

How to Change a Transaction's Status

Introduction This section will guide you through the procedure of changing a completed or approved status back to incomplete status.

Procedure Follow the steps below to change a transaction from approved or complete status to an incomplete status:

Step	Action	
1	Highlight the transaction on Review and Approval (Screen 3 of 3) and press <GO> or F1	
2	If the transaction's current status is	Then
	Complete	Press the "T" key. This will change the status from complete to incomplete.
	Approved	Press the "C" key. This will change the status of the transaction from approved to complete. Now highlight the transaction again and press <GO> or F1. Pressing the "T" key will change the status to incomplete.
4	Press <GO> or F1 to go to the first screen of the transaction	
5	Make any changes necessary to complete the transaction. Once you have completed the transaction screens you will end up back on Review and Approval (Screen 3 of 3)	

Review and Approval Transaction Report

Introduction This section will guide you through the process of printing from the review and approval module in SDA II

Discussion It is **VERY IMPORTANT** for PERSRU Auditors to monitor transactions in Review and Approval. Printing a list of all the transactions in Review and Approval allows the PERSRU to keep track of the transactions that are in an incomplete, complete, and approved status.

Procedure This is the procedure for printing from the Review and Approval menu

Step	Action
1	Enter Review and Approval from the Main Menu screen in SDA II by pressing 'F' from the main menu.
2	Enter the word "ALL" in the field that asks for the SSN or Last Name.
3	Press <GO> or F1. The system should take you to Review and Approval (Screen 1 of 3).
4	Enter your Review and Approval password.
5	Press <GO> or F1. The system should take you to Review and Approval (Screen 2 of 3).
6	Press the F6 key for print. The system will bring up the Review and Approval Print Menu screen. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p style="text-align: center;">Review and Approval Print Menu</p><ul style="list-style-type: none">A. Print Screen.B. Print All Events.C. Print All Incomplete Events.D. Print All Complete Events.E. Print All Approved Events.</div>
7	Select one of the following options: <ul style="list-style-type: none">• If you select option "A" then the system will only print the information on the screen you had displayed on Review and Approval (Screen 2 of 3). Do not use this option.• If you select option "B" then the system will print off all of the transactions (incomplete, complete, or approved) that are currently in Review and Approval.• If you select option "C" then the system will print off all the INCOMPLETE transactions in Review and Approval.

Continued on next page

Review and Approval Transaction Report, Continued

Procedure
(cont'd)

Step	Action
7 Cont.	<ul style="list-style-type: none"> If you select option “D” then the system will print off all the COMPLETE transactions in Review and Approval. It is strongly recommended that this option be used if wanting to only know all the COMPLETE transactions in Review and Approval. <p>Note: The only time the PERSRU should have transactions in a completed status is when the auditor has not been able to review and approve the transaction or the transaction was reviewed by the auditor and the auditor did not want to approve the transaction.</p> <ul style="list-style-type: none"> If you select option “E” then the system will print off all the APPROVED transactions in Review and Approval. It is strongly recommended that this option be used if wanting to only know all the APPROVED transactions in Review and Approval. <p>Note: The auditor should monitor all the approved events/transactions in the system to ensure that they are being transmitted when they should be (i.e., if a transaction has an effective date that is already past, then that transaction should have already transmitted).</p>
8	<p>Once you have selected one of the options above, the following screen will appear (if you selected option A above, this screen will not appear):</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Printing Sort Options</p> <p>Sort by: <u>None</u></p> <p>Page?: <u>N</u></p> </div>
9	<p>Select one of the following options:</p> <ul style="list-style-type: none"> If you want to sort by none then leave the field at “None”. The system will not sort the report by Userid or Date. The system will sort the report by SSN. If you want to sort by Userid then change this field to “Userid”. The system will sort the report by Userid. If you want to sort by date then change this field to “Date”. The system will sort the report by date.
10	<p>Once you have selected how you want to sort the printing, press <GO> or F1. The system will now print your report.</p>
11	<p>Once the system has printed the report, check to see if there are transactions that should not be in Review and Approval and delete them. Also check to see if there are transactions that should be in an approved status vice completed status.</p>

Deleting Erroneous Transactions

Introduction This section will guide you through the process of deleting an event or transaction from Review and Approval.

Discussion The auditor has the ability to delete erroneous transactions from Review and Approval. The following rules apply:

- The system will not allow the user to delete an event or transaction that is in an approved or transmitted status.
- The system will only allow the user to delete an event or a transaction on a member in Review and Approval (Screen 3 of 3).
- Normally the auditor should have the user delete the erroneous transaction in the event where the transaction was created.

Note: Do not confuse deleting a transmitted transaction with deleting an erroneous transaction that has not been transmitted. If you need to delete a transmitted transaction then this will have to be completed in Transaction Review.

Procedure This is the procedure for deleting an event or transaction from Review and Approval

To delete	Then
an event	Highlight the event name (first line on top) and press the F10 key. The system will ask you if you want to delete the event. Press “Y” for YES and then press <GO> or F1. The system will now delete all the transactions under the event out of the system.
a transaction	Highlight the transaction and press the F10 key. The system will ask you if you want to delete the transaction. Press “Y” for YES and then press <GO> or F1. The system will now delete the transaction out of the system.

Other Important Information about Review and Approval

Introduction	This section provides information about Review and Approval not covered elsewhere in this chapter.
---------------------	--

Effective Dates that are changed on a transaction	It is very important that the auditor check the effective date(s) and time(s) of the transactions that they are auditing. Auditors must ensure that the effective date on Review and Approval (Screen 3 of 3) equals the effective date in the transaction itself.
--	--

Missing Effective Dates	It is very important that the auditor check the effective date of the transaction in Review and Approval (Screen 3 of 3) to ensure that it is not missing.
--------------------------------	--

- SDA II will not transmit a transaction if it does not have an effective date on Review and Approval (Screen 3 of 3).

If there is no effective date then the transaction will have to be changed from an approved status to a completed status and then to an incomplete status.

Once the transaction is in an incomplete status, the auditor will have to go into the transaction, remove an effective date (if it exists) then reenter the effective date and proceed through the screens of the transaction.

This will put the effective date back on Review and Approval (Screen 3 of 3) and the auditor can then re-approve the transaction.

Approving 'C' and 'D' type transactions	Auditors should ensure when they are reviewing corrections and deletions to a transaction that the effective date of the transaction is present.
--	--

Continued on next page

Other Important Information about Review and Approval, Continued

**Allowing
users who do
not have
Approving
Authority to
view
transactions
in Review
and Approval**

Normal users up may be permitted to view transactions in Review and Approval without having the ability to change any information on the transactions in Review and Approval.

- This can be a good tool for the PERSRU to use to allow the users to see what transactions are pending in Review and Approval.

Follow these steps give a user access to view transactions.

Step	Action
1	Provide a Review and Approval password the user
2	Add the Userid in Security File Maintenance
3	In Security File Maintenance, add the Userid to the Review and Approval - Access field only <ul style="list-style-type: none">• Do Not add the Userid to the update field.

Section B
COURTS-MARTIAL RESULTS

Courts-Martial, Continued

**Courts-Martial
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 6*:

Field	Action
Number of Days Restricted	If restriction was imposed, enter the number of days restriction was awarded.
Is Total Forfeiture of All Pay/Allowances awarded?	Enter a 'Y' if a total forfeiture of all pay and allowances is awarded to the member. (If Suspended for any period of time on initial submission DO NOT enter 'Y', leave as 'N'). Note: If forfeiture is awarded but suspended, insure the information concerning the suspension and period of time is included in the narrative block).
Forfeiture per Month	If forfeiture was imposed on the member, enter the amount of forfeiture (rounded down to the nearest whole dollar), e.g., \$200.50 would be 00200. The following rules apply: <ul style="list-style-type: none"> • If all of the forfeiture is suspended, then enter the amount in this field. • If all of the forfeiture is being executed and not suspended, then enter the amount in this field. • If a portion of the forfeiture will be executed, then only enter the amount that will be executed.
Months	Enter the number of months that was imposed on the forfeiture.
Reduced Pay Grade	If the member is being reduced, enter the pay grade to which the member is being reduced (i.e., if member is a YN2 and is being reduced to YN3, then E4 should be entered). Note: This field should be entered even if the reduction was suspended.
Is member awarded a reprimand/admonition letter?	If the member was awarded a letter of reprimand or admonition enter 'Y'.
Is punitive discharge awarded	Enter 'Y' if member was awarded a punitive discharge.
Days Confinement at Hard Labor	Enter the number of days confinement at Hard Labor if member was awarded this punishment.
Hard Labor w/o Conf. No. Days	Enter the number of days confinement at Hard Labor without confinement if member was awarded this punishment.

Section B
COURTS-MARTIAL RESULTS

Courts-Martial, Continued

**Courts-Martial
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 6*, continued:

Field	Action
Fine Amount	If a fine was imposed on the member, enter the amount of the fine (rounded down to the nearest whole dollar), e.g., \$2000.50 would be 0002000. The following rules apply: <ul style="list-style-type: none">• If the entire fine is suspended, then enter the amount in this field.• If all of the fine is being executed and not suspended, then enter the amount in this field.• If a portion of the fine will be executed, then only enter the amount that will be executed.
If the Forfeiture, Reduction in Rank, or Fine is being imposed, then press 'Y'	If the member was awarded a forfeiture, reduction in rank and/or fine and either of these three are being executed (i.e., not being suspended) then this field should be changed to 'Y'.

Once you have entered the information on Court-Martial - Initial (Screen 3 of 6*), press <GO> or F1.

You have completed this transaction if the field "If the Forfeiture, Reduction in Rank, or Fine is being imposed, then press 'Y'" remains at 'N' on Screen 3 of 6* and the field "Is this a vacation of a suspended punishment?" remains at 'N' on Screen 1 of 6*.

If any one of the two questions above were answered 'Y' for YES, then Court Martial - Initial (Screen 4 of 6*) will appear:

Court Martial - Initial (Screen 4 of 6*)		
000-00-0001	YN3	DOE, JOHN
Pay Forfeiture		
Execute this Forfeiture?: <u>Y</u>		
Monthly Forfeiture: 00200		
Number of months: 02		
Amount pay forfeiture awarded: 0000400		

Continued on next page

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a NJP result on a member in SDA II. This section contains information on:

- Purpose of the event
 - Any references
 - Fast Path ID and data entry
 - PMIS/JUMPS effect
 - Corrections and deletions
-

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	11-A-2
References	11-A-2
Fast Path ID and Data Entry	11-A-2
NJP Transaction	11-A-3
How to Create a Modified NJP Transaction	11-A-11
How to Create a Correction to the NJP Transaction	11-A-15
How to Create a Deletion to the NJP Transaction	11-A-15
How PMIS/JUMPS is effected by the NJP Transaction	11-A-16
NJP Transaction Log	11-A-16

Non-Judicial Punishment (NJP)

Purpose The NJP event is used to submit NJP results from a Captain's Mast on a member. This event is also used if a suspended punishment is vacated, punishment is being modified, or a correction or deletion needs to be submitted.

Note: This event should not be used if the charges are dismissed or dismissed with warning at a Captain's Mast.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Pay Manual, COMDTINST M7220.29 (series)
- c. Personnel Manual, COMDTINST M1000.6 (series)
- d. Manual for Courts-Martial (MCM)
- e. Military Justice Manual, COMDTINST M5810.1 (series)

Fast Path ID and Data Entry Enter "discrtn" for Fast Path ID or press "AIA" from the Main Menu Screen in SDA II. Enter the member's SSN and press <GO> or F1. The following screen should appear:

Court Memorandum Results (Screen 1 of 1)							
Trans	Entry Type	Court Type	Status	Effctv Date	Effctv Time	Page	Coded Offenses
	I	F		12/01/1997	1200		

When the above screen displays, press F3 and the Court Type, Effective Date, and Effective Time fields will have to be updated.

Note: The SDA II system will not allow you to produce this transaction if another transaction has been completed on the member and has not been approved and transmitted yet. If you need to create two NJP transactions, the first one will have to be completed, approved and transmitted before the second one can be created.

The following is a breakdown of the fields and the action to be taken on each field for this screen:

Field	Action
Court Type	For this event enter 'F' for NJP.
Effctv Date	Enter the date that the Captain's Mast was held (date of NJP). Note: If preparing this transaction to record a vacation of suspension, enter the effective date of the vacation as the effective date.
Effctv Time	Enter the effective time of the transaction.

Continued on next page

Section Overview

Purpose This section provides instructions for completing a MARTP event in SDA II.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-H-2
References	10-H-2
Fast Path ID and Data Entry	10-H-2
Discharge from Enlisted Status Transaction	10-H-2
Appointment to Commission Officer Transaction	10-H-3
How PMIS/JUMPS is effected by the Discharge from Enlisted Status Transaction	10-H-4
How PMIS/JUMPS is effected by the Appointment to Commission Officer Transaction	10-H-4
Corrections and Deletions to the Discharge from Enlisted Status Transaction	10-H-5
Corrections and Deletions to the Appointment to Commission Officer Transaction	10-H-5

MARTP Reserve Officer Program

Purpose The MARTP event is used to appoint a reserve enlisted member to officer upon graduation from a State Maritime Academy. Five PERSRUs service these members and have the capability in SDA-II to prepare the MARTP event:

- ISC Alameda (33-30)
 - ISC Boston (32-02)
 - ACT New York (01-26)
 - Base Galveston (08-10)
 - GRU Portland (01-79)
-

References a. Reserve Policy Manual
b. COMDTINST 1321.22 (series)

Fast Path ID and Data Entry Enter “ocsroci” for Fast Path ID or press “AHG” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’ or F1. The following screen will appear:

ROCI Officer Program Transactions (Screen 1 of 1)		
000-00-0000		DOE, JOHN
Stat	Options	Transactions
I	Required	Discharge from Enlisted Status
I	Required	Appointment to Commission Officer
NOTE: R990 transaction must be done by the permanent PERSRU		

Now press <GO> or F1.

Discharge from Enlisted status Transaction You are now ready to complete the Discharge from Enlisted Status transaction. The Discharge from Enlisted Status transaction creates a P203 (reverted to P993 in RECENTS) in PMIS/JUMPS.

Discharge Enlisted Personnel (Screen 1 of 8*)		
000-00-0000		DOE, JOHN
Effective Date: 02/24/1999		Effective Time: 2400
(Note: The effective date is the actual date of separation.)		Entry Type:
Reason for Discharge:	18 Convenience of the Government	(Element Code 18)
Discharge Type:	01 Honorable	(Element Code 01)
Discharge Status:	27 To Accept Appointment as Officer	(Element Code 27)
SPD Code:	<u>KGM</u>	(Element Code 18)
Reenlistment Code:	<u>RE2</u>	(Element Code 18)
Dispose of Leave?:	Y (Note: If mbr cannot sell leave (element code 41) indicate “N”, otherwise indicate “Y”)	

Continued on next page

Section H
MARTP RESERVE OFFICER PROGRAM

MARTP Reserve Officer Program, Continued

**Discharge
from
Enlisted
Status
Transaction,
Continued**

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8) and the action to be taken on each field:

Field	Action
Effective Date	Enter the effective date of separation. Note: This date should be the day prior to member being appointed to reserve commission.
Effective Time	This field is not updateable and is set at 2400.
Entry Type	This field is not updateable.
Reason for Discharge	This field is not updateable and is set at 18. This field creates Element Code 18.
Discharge Type	This field is not updateable and is set at 01. This field creates Element Code 01.
Discharge Status	This field is not updateable and is set at 27. This field creates Element Code 27.
SPD Code	Enter the Separation Program Designator on the member. This field is part of Element Code 18.
Reenlistment Code	Enter the reenlistment code on the member. Press the F2 key for a list of valid codes. This field is part of Element Code 18.
Dispose of Leave?	This field is not updateable and is set at 'Y'.

Once you have entered the information on Screen 1 of 8, press <GO> or F1.

**Appointment
to Commission
Officer
Transaction**

You are now ready to complete the Appointment to Commission Officer transaction. The Appointment to Commission Officer transaction creates a H300 in PMIS/JUMPS. Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1) will display.

Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1)		
000-00-0000	DOE, JOHN	
Effective Date: 02/25/1999	Effective Time: 0001	Entry Type:
Commissioned as USCG(1), USCGR-EAD(2) or USCGR-SELRES(3): 3		
Year Group: 99		
Expected Termination Date: 02/24/2002		
New Grade: O1		
Pay Scale Indicator: 0		
Status Indicator: 65O136		

MARTP Reserve Officer Program, Continued

**Appointment
to Commission
Officer
Transaction,
Continued**

The following is a list of fields on Screen 1 of 1 and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the member was appointed a reserve commission.
Effective Time	Enter the effective time of the transaction. Normally this will be at 0001.
Entry Type	This field is not updateable.
Commissioned as	Enter '3' in this field. No other code should be used for this type of event.
Year group	Enter the year group in this field.
Expected Termination Date	Enter the date which is one day prior to the member's 60th birthday.
New Grade	Use the following rules: <ul style="list-style-type: none">• If the member has 4 years or more active service as an enlisted member and was enlisted prior to being appointed a reserve commission, then enter 'O1E'.• If the member has less than 4 years of active service as an enlisted member, then enter 'O1'.
Pay Scale Indicator	This field is not updateable and is set by what was entered in the New Grade field. If the member is an O1E, then the system will automatically default this field to '1'. If member is an O1, then the system will default this to '0'.
Status Indicator	This field is set at '65O136' and must not be changed.

Once you have completed the above fields, press <GO> or F1.

**How
PMIS/JUMPS is
effected by the
Discharge from
Enlisted Status
Transaction**

The Discharge from Enlisted Personnel transaction will close down the member's pay file in PMIS/JUMPS, effective the date of this transaction.

**How
PMIS/JUMPS is
effected by the
Appointment to
Commission
Officer
Transaction**

This transaction will open a pay file up in PMIS/JUMPS on the member as a reserve commissioned officer, effective the date of this transaction.

Continued on next page

MARTP Reserve Officer Program, Continued

**Corrections and
Deletions to the
Discharge from
Enlisted Status
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

**Corrections and
Deletions to the
Appointment to
Commission
Officer
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on an enlisted candidate reporting to OCS for a reserve commission. This event contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry

Note: If the member is a reservist coming on extended active duty greater than 139 days, then refer to Chapter 3-C and Chapter 4-C of this manual on how to bring the member on extended active duty for greater than 139 days. Do not confuse this with a reserve being accessed in the Coast Guard as a reservist and then brought on extended active duty greater than 139 days. The Reporting Reserve Enlisted Candidate to OCS to become a Reserve Officer event should be used for this (Section 10-E of this chapter).

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-C-2
References	10-C-2
Fast Path ID and Data Entry	10-C-2
OCS Reporting Orders Transaction	10-C-5
Change BAS or Career Sea Pay due to TAD Transaction	10-C-7
Advancement/Change in Rating Transaction	10-C-7
How PMIS/JUMPS is effected by the OCS Reporting Orders Transaction	10-C-8
How PMIS/JUMPS is effected by the Change BAS or Career Sea Pay due to TAD Transaction	10-C-9
How PMIS/JUMPS is effected by the Advancement/Change in Rating Transaction	10-C-9
Corrections and Deletions to the OCS Reporting Orders Transaction	10-C-9
Corrections and Deletions to the Change BAS or Career Sea Pay due to TAD Transaction	10-C-9
Corrections and Deletions to the Advancement/Change in Rating Transaction	10-C-9

Reporting Enlisted Candidate to OCS for Reserve Commission

Purpose This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an enlisted candidate who is reporting to OCS for a reserve commission. This event should **not** be used to report OCS enlisted candidates who:

- have 4 year active service and is E-5 or above
 - are accessed into the Coast Guard and are being sent directly to OCS school
-

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Housing Manual
- g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “ocsroerc” for Fast Path ID or press “AHC” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:

Reporting Enlisted Cand to Reserve Commission (Screen 1 of 2)		
000-00-0000		SABM DOE, JOHN
Stat	Options	Transactions
I	<u>N</u>	Orders
	<u>N</u>	change BAS or Career Sea Pay due to TAD?
	Required	Advancement/Change in Rating?
	<u>N</u>	Start or Change BAH/BAQ Entitlement and/or Qtrs?
	<u>N</u>	Member’s Tax Mailing Address
	<u>N</u>	Member’s State Taxes
	<u>N</u>	Member’s Federal Taxes
	<u>N</u>	Cancel Selective Reenlistment Bonus?
	<u>N</u>	New Payment Option?
	<u>N</u>	Change a Bond/Allotment Address?
	<u>N</u>	Start of Family Separation Allowance?

Continued on next page

Section Overview

Introduction

The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on an enlisted/warrant officer candidate reporting to OCS to become a temporary officer. This event contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry

Note: If the member is a reservist coming on extended active duty greater than 139 days, refer to Chapter 3-C and Chapter 4-C of this manual to bring the member on extended active. Do not confuse this with a reservist being accessed in the Coast Guard and then brought on extended active duty greater than 139 days. The Reporting Reserve Enlisted Candidate to OCS to become a Reserve Officer event should be used for this (Section 10-E-1 of this chapter).

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section

The following topics will be discussed in this section:

Topic	See Page
Purpose	10-A-2
References	10-A-2
Fast Path ID and Data Entry	10-A-2
OCS Reporting Orders Transaction	10-A-5
Change BAS or Career Sea Pay due to TAD Transaction	10-A-7
Advancement/Change in Rating Transaction	10-A-7
How PMIS/JUMPS is effected by the OCS Reporting Orders Transaction	10-A-8
How PMIS/JUMPS is effected by the Change BAS or Career Sea Pay due to TAD Transaction	10-A-9
How PMIS/JUMPS is effected by the Advancement/Change in Rating Transaction	10-A-9
Corrections and Deletions to the OCS Reporting Orders Transaction	10-A-9
Corrections and Deletions to the Change BAS or Career Sea Pay due to TAD Transaction	10-A-9
Corrections and Deletions to the Advancement/Change in Rating Transaction	10-A-9

Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer

Purpose This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an enlisted/warrant officer candidate who is reporting to OCS to become a temporary commissioned officer. This event should **not** be used to report OCS enlisted candidates who:

- do not meet the 4 year active service requirement
 - are E-4 and below
-

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Housing Manual
- g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “ocsrocto” for Fast Path ID or press “AHA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:

Reporting Enlisted/Warrant Officer Cand to Temp officer (Screen 1 of 2)		
000-00-0000		BM2 DOE, JOHN
Stat	Options	Transactions
	<u>N</u>	Orders
	<u>N</u>	change BAS or Career Sea Pay due to TAD?
	<u>N</u>	Advancement/Change in Rating?
	<u>N</u>	Start or Change BAH/BAQ Entitlement and/or Qtrs?
	<u>N</u>	Member’s Tax Mailing Address
	<u>N</u>	Member’s State Taxes
	<u>N</u>	Member’s Federal Taxes
	<u>N</u>	Cancel Selective Reenlistment Bonus?
	<u>N</u>	New Payment Option?
	<u>N</u>	Change a Bond/Allotment Address?
	<u>N</u>	Start of Family Separation Allowance?

Continued on next page

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for the user at the PERSRU to complete Officer Candidate School, ROCI, and MARTP Transactions in the SDA II Database System. Each event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and data entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this chapter The following events will be discussed in this chapter.

Section	Event	See Page
A	Reporting Enlisted/Warrant Officer Candidate to OCS to become a Temp Officer	10-A-1
B	Departing Temporary Commissioned Officer from OCS	10-B-1
C	Reporting Enlisted Candidate to OCS for Reserve Commission	10-C-1
D	Departing Reserve Commissioned Officer from OCS	10-D-1
E	Reporting Reserve Enlisted Candidate to OCS to become a Reserve Officer	10-E-1
F	Departing Reserve Officer (Prior Reserve Enlisted) from OCS	10-F-1
G	ROCI Officer Program	10-G-1
H	MARTP Reserve Officer Program	10-H-1

Section E
RETIREMENT

Retirement, Continued

Retirement Orders Transaction, Continued

Once you have entered the information on Screen 1 of 2, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 2. The following is an example of Retirement Orders (Screen 2 of 2) and a breakdown of the fields and the action to be taken on each field.

Retirement Orders (Screen 2 of 2)		
<u>000-00-0000</u>	YNC	<u>DOE, JOHN</u>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Cumulative Sold: 45.0</p> <p>Regular Leave Balance: 10.0</p> <p>Saved Leave Balance: 00.0</p> <p>Total days Lump Sum Leave Selling: <u>10.0</u></p> <p>Number days Saved Leave selling: <u>0.0</u></p> <p>Number days Regular Leave selling: <u>10.0</u></p> <p>Number days Excess Leave (check pay): <u>0.0</u></p> <p style="text-align: center;">Terminal Leave</p> <div style="display: flex; justify-content: flex-end;"> <div style="text-align: right;">AI: <u>29</u> (Do not include days for</div> <div style="text-align: right;">AO: <u>00</u> permissive orders)</div> </div> </div> <div style="width: 35%; text-align: right;"> <p>(Element Code 90)</p> <p>(Element Code 92)</p> <p>(Element Code 93)</p> <p>(Element Code 95)</p> </div> </div>		

Field	Action
Cumulative Sold	This field cannot be updated. It shows the amount of leave days the member has sold throughout his/her career.
Regular Leave Balance	This field cannot be updated. This is the amount of regular leave the member currently has. <i>Note:</i> Ensure any leave taken by the member which has not posted in PMIS/JUMPS is subtracted from this balance and any leave that will be earned in the upcoming months is added to this balance.
Saved Leave Balance	This field cannot be updated. It and shows the amount of Saved Leave the member currently has.
Total days Lump Sum Leave selling	Enter the total amount of leave the member is selling (add the number of days the member is wanting to sell regular leave to the number of days the member is wanting to sell saved leave). <i>Note:</i> Only 60 days of leave may be sold in a career.
Number days Saved Leave Selling	Enter the number of days saved leave the member is selling.
Number days Regular Leave Selling	Enter the number of days regular leave the member is selling.
Number days Excess Leave (check pay)	If member is in an excess leave status, enter the negative leave balance on the member.

Continued on next page

Section E
RETIREMENT

Retirement, Continued

**Retirement
Orders
Transaction,
Continued**

The following is a breakdown of the fields on Screen 2 of 2 and the action to be taken on each field, continued:

Field	Action
Terminal Leave (AI)	If member is going on terminal leave INCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 2 May 1998 and the last day of active duty is 31 May 1998, the number of days terminal leave would equal 29 days). <i>Note:</i> Do not include days used for permissive orders in this computation. Terminal leave begins the day after permissive orders end.
Terminal Leave (AO)	If member is going on terminal leave OUTCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 2 May 1998 and the last day of active duty is 31 May 1998, the number of days terminal leave would equal 29 days). <i>Note:</i> Do not include days used for permissive orders in this computation. Terminal leave begins the day after the permissive orders end.

Once you have completed the information in Screen 2 of 2, press the F6 key and the following screen will appear:

Retirement Orders Print Menu	
A.	Print Screen.
B.	Print Transaction Log.
C.	Print the Form for this Transaction.

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Retirement Orders transaction and want a printed copy of the Transaction Log, press 'B'.
C	Do not use this option. There is no form for this type of transaction.

**Completing
the
transaction**

Once you have completed the information in Screen 2 of 2, and have printed any of the selections above, press <GO> or F1. You have now completed the Retirement Orders transaction.

Continued on next page

Retirement, Continued

Certificate of Release or Discharge from Active Duty (DD-214)

You are now ready to complete the Certificate of Release or Discharge from Active Duty (DD-214) transaction. Refer to the Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual for instructions. Once you have completed this transaction you are now ready to complete the Tax Mailing Address transaction.

Member's Tax Mailing Address Transaction

To complete this transaction, refer to the Tax Mailing Address transaction in Chapter 2-A of this manual. Once you have completed this transaction you are now ready to complete the next transaction you selected off of the Retirement Transactions (Screens 1 through 3). If you did not select any other transaction then you have completed this event.

How PMIS/JUMPS is effected by the Retirement Orders Transaction

The Retirement Orders transaction (L68B) will close down the member's PMIS/JUMPS account.

VERY IMPORTANT: The following are very important rules:

- Other transactions may be necessary if the member is going on terminal leave. Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay needs stopped after the member has been on terminal leave for a extended amount of time. All remaining pay and allowances will be stopped automatically on the last day of active duty.
 - If the member is **not** taking any terminal leave then all pay and allowances will be stopped automatically on the last day of active duty.
-

Corrections and deletions to the Retirement Orders Transaction

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If the Retirement Orders transaction has processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting the correction or deletion.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a Release from Active Duty (RELAD) event in SDA II. This section contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	8-B-2
References	8-B-2
Fast Path ID and Data Entry	8-B-2
Endorsement on Orders	8-B-4
Certificate of Release or Discharge from Active Duty (DD-214)	8-B-12
Member's Tax Mailing Address Transaction	8-B-13
How PMIS/JUMPS is effected by the Endorsement on Orders Transaction	8-B-13
Corrections and Deletions to the Endorsement on Orders	8-B-13
Electronic File on Member	8-B-14

Release from Active Duty (RELAD)

Purpose

The Release from Active Duty (RELAD) event is used to complete the necessary transactions on a member who is being released from active duty. This event should be used for:

- Regular active duty enlisted members who have **NOT** met their military obligation and are to be released from active duty to be put into the reserve components. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation). However, if member was released from active duty and does not participate in the selective reserve program then the member is transferred to 87400 (IRR).
Note: If the member has met his/her military obligation, then the member should be **discharged** from the active duty component and **accessed** into the Coast Guard Reserve component. Use the Enlistment into the Coast Guard event or Officer Accession into the Coast Guard event to access the member.
 - Regular or reserve members on extended active duty being released from active duty due to hardship or convenience of the government.
 - Recalled retired members who are on active duty and are being released from active duty to be put back into a full-retired status.
 - Reserve members who are on extended active duty for greater than 139 days and need to be released back into the reserve.
-

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
 - b. Query Manual, HRSICINST M5230.2 (series)
 - c. Pay Manual, COMDTINST M7220.29 (series)
 - d. Personnel Manual, COMDTINST M1000.6 (series)
 - e. Separations Program Designators Handbook
 - f. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
 - g. Joint Federal Travel Regulations
-

Fast Path ID and Data Entry

Enter “exprelad” for Fast Path ID or press “AED” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press <GO> or F1.

Note: The system will not allow you to enter this event if the member is a reserve not on extended active duty for greater than 139 days.

Continued on next page

Section A
DISCHARGE TO IMMEDIATE REENLISTMENT

Discharge to Immediate Reenlistment, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once you have entered the member's SSN or last name and have pressed <GO> or F1, the following screen should display:

Discharge to Immediate Reenlistment Transactions (Screen 1 of 1)		
000-00-0000	YNC	DOE, JOHN
Stat	Options	Transactions
I	Required	Reenlistment Contract
	<u>N</u>	Cancellation of voluntary extension/reextension?

Listed below are the transactions that can be selected in screen 1 of 1 of the Discharge to Immediate Reenlistment Event, if the transaction is required or optional, and when the transaction should be used:

Transaction	Option	Used For
Reenlistment Contract (L62B)	Required	This transaction is required for this event and must be completed.
Cancellation of voluntary extension/reextension? (P187)	Optional	If member is canceling an extension/reextension to reenlist, then this transaction must be used.

**Reenlistment
Contract
Transaction**

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1. You are now ready to complete the Reenlistment Contract. The Reenlistment Contract transaction builds a L62B in PMIS/JUMPS and creates a DD Form 4/1 for the member to sign. The Discharge and Reenlistment (Screen 1 of 3) should display:

Discharge and Reenlistment (Screen 1 of 3)		
000-00-0000	YNC	DOE, JOHN
Current Enlistment Expires: 12/15/1997		
Date of Reenlistment: <u>12/01/1997</u>		
Home of Record:		
Address: _____		
City: WASHINGTON State: DC ZIP: 23146		
Reason for Discharge: <u>1</u> Expiration of Enlistment		
Note: If member is reenlisting for Convenience of the Government, the member is not entitled to sell Saved Leave or Regular Leave.		
Place of Acceptance: City: <u>TOPEKA</u>		
State: <u>KS</u>		
Unit: <u>HRSIC</u>		

Section A
DISCHARGE TO IMMEDIATE REENLISTMENT

Discharge to Immediate Reenlistment, Continued

Reenlistment Contract Transaction, Continued The following is a list of fields on Discharge and Reenlistment (Screen 1 of 3) and the action to be taken on each field:

Field	Action
Current Enlistment Expires	This field is not updatable and shows the member's current enlistment expiration date.
Date of Reenlistment	Enter the date the member is reenlisting. This is the date the oath is taken.
Term of Reenlistment	Enter the number of years the member is reenlisting for.
Home of Record Address	If member has a home of record street address, then enter it in this field, otherwise leave blank.
Home of Record (city, state, and zip)	These fields cannot be updated via SDA II. However, you need to ensure that this information is correct. VERY IMPORTANT: If there is no city, state or zip listed, check Page 1 (General Information) of the PMIS screen in the PMIS database to see if the information is there. If it is, contact the SDA II team at HRSIC to have the SDA II database updated. If the information is not in PMIS then contact HRSIC (MAS) for guidance.
Reason for Discharge	The following rules apply: <ul style="list-style-type: none">• Enter a '1' if reason for reenlistment is for expiration of enlistment (member is within 3 months of expiration of enlistment). Note: If member is canceling an extension/reextension and the system is not allowing you to enter a reason code of '1', you did not answer 'Y' to the Cancellation of Voluntary extension/reextension transaction on the Discharge to Immediate Reenlistment Transactions (Screen 1 of 1). Do not do the cancellation of extension/reextension in the Cancel Extension of Enlistment stand alone transaction, it must be done in this event.• Enter a '2' if reason for reenlistment is for convenience of the government.
Place of Acceptance (city, state, unit)	This should be the city, state, and unit of where the member was originally accepted into the Coast Guard.

Once you have entered the information on Screen 1 of 3, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 3.

Continued on next page

Chapter Overview

Introduction	This chapter provides instructions for completing events in SDA II for entry into to the Coast Guard and Coast Guard Reserve from civilian, prior service, and retired status.
---------------------	--

Definition: Accession	Accession is the process of establishing personnel and pay records in PMIS/JUMPS.
----------------------------------	---

When an accession is required	<p>An SDA II accession event must be completed when a person:</p> <ul style="list-style-type: none">• First becomes a member of the Coast Guard or Coast Guard Reserve.• Who is retired from the Coast Guard (active) receives orders to active duty for a period greater than 30 days commencing more than 24 hours following the effective date of retirement.• Who is a member of the Coast Guard Reserve (including a member in "RET-2" status) receives orders to active duty for a period of greater than 139 days.• Who was a member of the Coast Guard (active or reserve) rejoins the Coast Guard (active or reserve) following a break in service of more than 24 hours.• Is discharged from the Coast Guard (active duty) and immediately enlists in the Coast Guard Reserve.
--	--

PERSRU responsibility	<p>TRACEN Cape May completes accessions for enlisted members attending basic training. This includes members enlisting in the:</p> <ul style="list-style-type: none">• Coast Guard with no prior service.• Coast Guard with no prior Coast Guard service.• Coast Guard Reserve under the RP, RY, or RK program. (Refer to the Reserve Policy Manual, COMDTINST M1001.28, Chapter 5 for explanation of reserve enlistment programs.)
----------------------------------	---

Continued on next page

Chapter Overview, Continued

PERSRU responsibility (cont'd)

Coast Guard Academy completes accessions for:

- Cadet appointments.
- Academy graduates.
- Former cadets with a reserve obligation.
- OCS attendees coming from the civilian sector (including prior service personnel with more than a 24-hour break in service).

When a member entering the Coast Guard is not accessed through TRACEN Cape May or the Coast Guard Academy the servicing PERSRU, for the member's first duty station, completes the accession. The table below describes these accessions.

Type of accession	Description
Ready Reserve direct commission	A civilian or prior service member receives a direct commission into the Coast Guard Reserve.
Prior CG Service with a break in service of more than 24 hours	A member comes from prior CG or CG Reserve and reports directly to a unit.
Prior service, direct petty officer and other reserve enlistments (Refer to the Reserve Policy Manual, COMDTINST M1001.28, Chapter 5 for explanation of reserve enlistment programs.)	A person enlists in the Coast Guard Reserve and does not attend basic training. <ul style="list-style-type: none">• Reserve Direct Petty Officer (RX).• Maritime Academy Reserve Training Program (RM).• Prior service reserve enlistment (RN and *RQ). <p>*Exception: When a member is discharged from the <u>Coast Guard</u> and immediately enlists in the <u>Coast Guard Reserve</u> (i.e. No break in service) the member's servicing PERSRU at the time of discharge is responsible for completing the accession into the Coast Guard Reserve. See page 7-C-2 for more information.</p>
Recalled to active duty after a break in service of more than 24 hours	A retired member receives orders to active duty for a period greater than 30 days commencing more than 24 hours following the effective date of retirement from active duty.
Extended active duty	A Coast Guard Reservist (including "RET-2" status) receives orders to active duty for a period of greater than 139 days.

Continued on next page

Chapter Overview, Continued

In this chapter The following accession events are discussed in this chapter.

Section	Event	See Page
A	Officer Accession into the Coast Guard	7-A-1
B	Enlistment into the Coast Guard for Active Duty Members or Reservists ordered to Extended Active Duty Greater than 139 Days Upon Enlistment	7-B-1
C	Enlistment into the Coast Guard for Regular Reserves (Includes procedures for members discharged from active duty who immediately enlist in the reserve)	7-C-1
D	Recall from Retirement With Break in Service - Enlisted	7-D-1
E	Recall from Retirement With Break in Service - Officer	7-E-1

Chapter Overview

Introduction The chapter provides procedures for changing the servicing PERSRU for all members of a unit.

In this Chapter The following topics will be discussed in this chapter:

Topic	See Page
Admin Change of Servicing PERSRU For a Unit (D100)	5-2

Note: For information on the ‘Admin Change of Servicing PERSRU due to TAD’ transaction see Chapter 6-C.

Admin Change of Servicing PERSRU for a Unit (D100)

Purpose	The Admin Change of Servicing PERSRU for a Unit transaction shifts responsibility for Personnel Data Record (PDR) maintenance on all members assigned to a unit from one PERSRU to another.
Transaction Built in SDA II	Admin Change of Servicing PERSRU for a Unit
PMIS Transaction	A D100 is built for all members assigned to the unit.
Policies and Procedures	The following steps must take place in chronological order for this transaction to work properly:

Step	Description
1	Approval to change the servicing PERSRU for a unit must be received from CGPC.
2	Once approved by CGPC, E-mail must be sent from the old servicing PERSRU to HRSIC-UNITFILE (copy to new servicing PERSRU and HRSIC-MAS) requesting that the unit file be changed to show the new servicing PERSRU for the unit. At a minimum the E-mail must contain the following (other information believed to be necessary may be added to the E-mail): <ul style="list-style-type: none">• Cite the authority to make the change• Date the change will take place• Permanent district/OPFAC of the unit• Current servicing PERSRU• New servicing PERSRU will be• Point of contact (E-mail and phone number) for both the old and new servicing PERSRUs Note: HRSIC should be notified at least 3 weeks prior to requested change.
3	HRSIC will update the unit file with the change.
4	The requesting PERSRU will be notified by HRSIC, via E-mail, that the unit file has been changed.
5	Once the unit file has been changed and the change has been loaded into SDA II (this is the normal update that is run after an update to PMIS/JUMPS), the 'Admin Change of Servicing PERSRU for a Unit' transaction will be completed by the old servicing PERSRU.
6	When the transaction is transmitted, it will create a D100 on each member assigned to the unit to go to HRSIC to update PMIS/JUMPS to show the new servicing PERSRU.

Continued on next page

Admin Change of Servicing PERSRU for a Unit (D100), Continued

Fast Path ID Enter “D100Unit” for Fast Path ID or press “AAD” from the Main Menu Screen in SDA II. Press <GO> or F1.

Note: Only users that have review and approval authority are allowed to create this transaction.

The following screen should display:

Admin Change of Servicing PERSRU For a Unit (Screen 1 of 2*)		
Effective Date: <u>11/07/1997</u>		
Permanent Unit's District: <u>53</u>	OPFAC: <u>47400</u>	(Element Code 46)
HRSIC		
New Reporting Unit's District/OPFAC/RU: 53 47400 02		
(Element Code 47)		

Data Entry The following is a breakdown of the fields on Screen 1 of 2* and action to be taken on each field:

Field	Action
Effective Date	Enter the date the transaction is being prepared.
Permanent Unit's District	Enter the two-digit district number of the permanent unit. This creates element code 46 on the D100.
OPFAC	Enter the five-digit OPFAC number of permanent unit. This creates element code 46 on the D100.
New Reporting Unit's District/OPFAC/RU	This field is not updateable and after the Permanent Unit District and OPFAC fields above have been entered the system will automatically display the District, OPFAC, and RU of the unit's new servicing PERSRU. VERY IMPORTANT: If the new servicing PERSRU's District, OPFAC, and RU are incorrect, or it shows the old servicing PERSRU, then your system has not been updated with the new unit file and this will have to be done prior to completion of this transaction. This creates element code 48 on the D100.

Continued on next page

Admin Change of Servicing PERSRU for a Unit (D100), Continued

Data Entry,
Continued

After you have entered the information on Screen 1 of 2*, press <GO> or F1. The system will then bring up the following message:

“Verifying data. Please be Patient”

After the system has verified the data, Screen 2 of 2* should display.

Admin Change of Servicing PERSRU For a Unit (Screen 2 of 2*)
Please review carefully the data displayed on screen one.
If you are certain all members of the unit should be transferred
to the new reporting unit, then approve the data for transmission.

Approve the transmission of the unit’s member records?: no

Data Entry
Screen 2

The following is a breakdown of the fields on Screen 2 of 2* and action to be taken on each field:

Field	Action
Approve the transmission of the unit’s member records?	‘Y’ for YES. Then press <GO> or F1.

Completing the
transaction

After you have pressed <GO> or F1, the following message will appear:

“Creating transfer records for HRSIC. This will take time. Please be patient. SDA II working...”

After the system has created the transfer records, the following message will appear:

“Transfer records created. Press space bar to continue.”

Press the space bar then check Review and Approval to ensure a D100 was completed on each member assigned to the unit.

Continued on next page

Admin Change of Servicing PERSRU for a Unit (D100), Continued

**PMIS/JUMPS
Effect**

This transaction produces a D100 for all members assigned to the unit and updates the following in PMIS/JUMPS:

- Updates the Reporting Unit Information on Segment 00.
- Updates the Reporting Unit Information on page 6 (Current Unit Information/Pending Unit Information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and deletions are not allowed to this transaction.

Section Overview

Introduction

The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Reporting event in SDA II on reserve members who are coming on extended active duty for greater than 139 days. This event contains information on:

- Purpose of event.
- Any references.
- Fast Path ID and Data Entry.
- PCS Reporting Transaction (with SDA II screen examples and field descriptions).

Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.

- What effects the PCS Reporting transaction has on PMIS/JUMPS.
- If corrections and deletions can be made to the PCS Reporting transaction.
- Any additional information that the user needs to know about a particular transaction other than the PCS Reporting transaction.

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section

The following topics will be discussed in this section:

Topic	See Page
Purpose	4-C-2
References	4-C-2
Fast Path ID and Data Entry	4-C-2
PCS Reporting Transaction	4-C-8
How PMIS/JUMPS is effected by the PCS Reporting Transaction	4-C-11
Corrections and Deletions to the PCS Reporting Transaction	4-C-12
Additional Transaction Information	4-C-12

PCS Reporting Event for Regular Reserve Members Coming on Extended Active Duty Greater than 139 Days

Purpose This PCS Reporting event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on a reserve member who is coming on extended active duty for greater than 139 days. This event should **not** be used for:

- Reserve members, who are **not** on extended active duty, being transferred from one unit to another.
- Reserve members who are currently on extended active duty for greater than 139 days.
- Creating Retirement or RELAD orders on a reserve member who is currently on extended active duty.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Reserve Policy Manual, COMDTINST M1001.28 (series)

Fast Path ID and Data Entry Enter “tpcsrpt” for Fast Path ID or press “AABA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following question will be asked: **“Is this reservist entering extended active duty (140 days or greater)?: “N”**

Note: If this question does not come up on the member, then the information that the system has on the member is incorrect (not showing the member as a reservist) and the System Administrator should contact the HRSIC SDA II Team to correct the problem.

For this event, the question should be changed to “Y” for YES. Press <GO>.

Continued on next page

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Reporting event in SDA II on a regular reserve member. This event contains information on:

- Purpose of event.
- Any references.
- Fast Path ID and Data Entry.
- PCS Reporting Transaction (with SDA II screen examples and field descriptions).

Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.

- What effects the PCS Reporting transaction has on PMIS/JUMPS.
- If corrections and deletions can be made to the PCS Reporting transaction.
- Any additional information that the user needs to know about a particular transaction other than the PCS Reporting transaction.

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	4-B-2
References	4-B-2
Fast Path ID and Data Entry	4-B-2
PCS Reporting Transaction	4-B-4
How PMIS/JUMPS is effected by the PCS Reporting Transaction	4-B-6
Corrections and Deletions to the PCS Reporting Transaction	4-B-6
Additional Transaction Information	4-B-6

PCS Reporting Event for Regular Reserve Members

Purpose

This PCS Reporting event is used to complete the necessary transactions on a regular reserve member who is reporting PCS. This event should **not** be used for:

- Reporting a member to an initial unit upon release from active duty. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for reserve members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation).

Note: However, if member was released from active duty and does not participate in the selective reserve program then the member is transferred to 87300 on the RELAD transaction and is in the selected reserve transition pool for 45 days. After this transition period, a PCS Departing and PCS Reporting transaction is completed on the member to transfer to either a drilling unit or to 87400.

- Reporting a reserve member to the recruit training center upon initial entry into the Coast Guard. The recruit training center will submit an initial endorsement on orders upon the recruit's arrival.
- Active duty members, who have **reached their service obligation**, are discharged from active duty and enlist as a reserve. Use the Entry into the Coast Guard Event to access the member.

Note: This also applies for members who are prior service and are enlisted into the reserves not going to the recruit training center. Use the Entry into the Coast Guard Event to access the member.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Personnel Manual, COMDTINST M1000.6 (series)
- c. Query Manual, HRSICINST M5230.2 (series)
- d. Reserve Policy Manual, COMDTINST M1001.28

Fast Path ID and Data Entry

Enter "tpcsdpt" for Fast Path ID or press "AABA" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. The following question will be asked: **"Is this reservist entering extended active duty (140 days or greater)?": "N"**

Note: If this question does not come up on the member, then the information that the system has on the member is incorrect (not showing the member as a reservist) and the System Administrator should the HRSIC SDA II Team to correct the problem.

For this event, the question should remain "N" for NO. Press <GO>.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Reporting event in SDA II on an active duty member. This event contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PCS Reporting Transaction (with SDA II screen examples and field descriptions)

Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II

- What effects the PCS Reporting transaction has on PMIS/JUMPS
- If corrections and deletions can be made to the PCS Reporting transaction
- Any additional information that the user needs to know about a particular transaction other than the PCS Reporting transaction

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	4-A-2
References	4-A-2
Fast Path ID and Data Entry	4-A-2
PCS Reporting Transaction	4-A-8
How PMIS/JUMPS is effected by the PCS Reporting Transaction	4-A-12
Corrections and Deletions to the PCS Reporting Transaction	4-A-14
Additional Transaction Information	4-A-14

PCS Reporting Event for Active Duty Members

Purpose The PCS Reporting event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on a member who is reporting PCS. This event should **not** be used to:

- Initially report a member upon entry into the Coast Guard. The “Entry into the Coast Guard” event should be used for this.
 - Document temporary additional duty (TAD) or permissive travel orders.
 - Create Retirement or RELAD orders.
 - Initially report a reserve member on extended active duty for greater than 139 days.
 - To report a reserve member who is not on extended active duty.
-

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Housing Manual
- g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “tpcsrpt” for Fast Path ID or press “AABA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:

PCS Reporting Active Duty Transactions (Screen 1 of 4*)		
000-00-0000		SABM
		DOE, JOHN
Stat	Options	Transactions
I	Required	Orders
I	Required	BAH, BAQ, VHA, and/or Quarters status change?
	Y	Do pay entitlements need to be changed or started?
	N	Change in Dependency/Emergency Data?
	N	Elect/Decline Servicemembers’ Group Life Insurance?
	N	Start/Stop participation in Dependent Dental Insurance?
	N	New Payment Option?
	-----	Advance Payments?
	N	Change a bond/allotment address?
I	Y	Did member change tax mailing address?
	N	Did member change state taxes?
	N	Did member change federal taxes?

Note: The following message will appear at the end of the screen: “As a reminder, options 3 & 10 have been set to ‘Y’. COLA is usually started and Tax Mailing Address is normally changed. Enter data or press CANCEL to end.”

Continued on next page

Section A
PCS REPORTING EVENT FOR ACTIVE DUTY MEMBERS

PCS Reporting Event for Active Duty Members, Continued

**PCS
Reporting
Transaction,
Continued**

Field	Action	
Effective Arrival Date	Enter the date the member arrived PCS.	
Time	If submitting the PCS reporting transaction <u>for the first time</u> on a member, enter 1900. Note: If the original PCS reporting transaction was deleted in Transaction Review, and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 1901 to 2400.	
	If	Then
	Member reports prior to 0900 and leave only was involved for the delay Member reports to unit after 0900 and leave only was involved for the delay	Time entered is 0530. This allows the PERSRU to submit a subsistence transaction on the member for that day because member would be entitled to subsistence for what the new unit draws and no leave would be charged on the member for that day because member reported prior to 0900. Time entered should be 1900.
Type Entry	This field can not be updated.	
Duty Type Code	Enter one of the following duty type codes: 1 PERMDU: this code is used if member is reporting for permanent duty. 2 TEMDU: This code is used if member is reporting for temporary duty.	
Dist	Enter the two-digit district number.	
OPFAC	Enter the five-digit OPFAC number.	
Nature of Duty Code	Enter one of the following nature of duty codes: 1 Duty: If the member is reporting to perform general duties (routine permanent change of station). 2 Instruction: If the member is reporting for training. 3 Inpatient: If member is reporting for inpatient hospitalization. 4 Discipline/Confinement: This code should not be used in this event (if a member is reporting for disciplinary purposes or for confinement purposes the 'Begin Confinement' event should be used). 5 Further Assignment: If reporting for temporary duty (TEM DU) for other than instruction purposes. 6 Separation: This code should not be used in the PCS reporting event. B HAOS: This code indicates that the member has been ordered home in an awaiting orders status (HAOS) to await the results of a physical evaluation board or court martial. Note: The effective date of reporting shall be the date the member reports home and the duty status code should be '2' for TEMDU.	

Section A
PCS REPORTING EVENT FOR ACTIVE DUTY MEMBERS

PCS Reporting Event for Active Duty Members, Continued

**PCS
Reporting
Transaction,
Continued**

Field	Action
Nature of Duty Code, Continued	C Unauthorized Absence: This code indicates a member is currently in an unauthorized absence or deserter status, and is being administratively transferred. Note: Do not use this code when a member fails to report in compliance with orders. In this case, use the nature of duty code that would have been used had the member reported in accordance with orders, and submit a 'Begin Unauthorized Absence' transaction or a 'Declare a Member a Deserter' transaction.
Cost Center Code	Leave this field blank.
Interoffice Transfer	This field is automatically defaulted at 'N' for NO and should be left at 'N' if member is transferring from one unit to another. Note: If a member's permanent unit, district and OPFAC remain the same, and the cost center code is changing then this field should be changed to 'Y' for Yes. When this field is answered "Y" for Yes, the members current pay and allowance entitlements will continue.
Date Departed	Enter the date the member departed PCS.
Authorized Delay	Enter the total number of day's delay the member was authorized and took enroute PCS.
TT	If member was authorized travel time, enter the number of days the member used.
PT	If member was authorized proceed time, enter the number of days the member used.
AI	If member was authorized leave INCONUS, enter the number of days used.
AO	If member was authorized leave OUTCONUS, enter the number of days used.
CA	If member is authorized compensatory absence, enter the number of days used.
NA	If member is authorized non-chargeable absence, enter the number of days used.
DA	Enter 01 in the number of days if the member crossed the international date line. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal "authorized delay" total. If crossing was East to West, Add all delay entries other than DA, then subtract 01. The balance must equal "authorized delay" total.

After you have entered all of the above information Press "GO" or F1.

Continued on next page

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Departure event in SDA II on a reserve member coming on extended active duty greater than 139 days. This event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and Data Entry
- PCS Departing Transaction (with SDA II screen examples and field descriptions)

Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.

- What effect the PCS Departing transaction has on PMIS/JUMPS
- If corrections or deletions can be made to the PCS Departing Transaction

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	3-C-2
References	3-C-2
Fast Path ID and Data Entry	3-C-2
PCS Departing Transaction	3-C-5
How PMIS/JUMPS is effected by the PCS Departure Transaction	3-C-11
Corrections and Deletions to the PCS Departing Transaction	3-C-12

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days

Purpose This PCS Departing event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on a reservist who is coming on extended active duty for greater than 139 days. This event also creates the Standard Travel Orders (CG-5131).

Note: This event should **not** be used for:

- Reserve members, who are not on extended active duty, being transferred from one unit to another.
- Reserve members who are currently on extended active duty for greater than 139 days.
- Creating Retirement or RELAD orders on a reserve member who is currently on extended active duty.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series), Chapter 4
- e. Joint Federal Travel Regulations
- f. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
- g. Training and Education Manual, COMDTINST M1500.10 (series)
- h. Medical Manual, COMDTINST M6000.1 (series)
- i. Housing Manual
- j. SGLI Handbook, 29-75-1
- k. Reserve Policy Manual, COMDTINST M1001.28

Fast Path ID and Data Entry Enter “tpcsdpt” for Fast Path ID or press “AAAA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’ or F1. The following question will be asked: **‘Is this reservist entering extended active duty (140 days or greater)?: N’**

Note: If this question does not come up on the member, then the information that the system has on the member is incorrect (not showing the member as a reservist) and the System Administrator should contact the SDAII team at HRSIC to correct the problem.

For this event, the question should be changed to “Y” for YES. Press <GO> or F1.

Continued on next page

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Departure event in SDA II on a regular reserve member. This event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and Data Entry
- PCS Departing Transaction (with SDA II screen examples and field descriptions)
Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.
- What effect the PCS Departing transaction has on PMIS/JUMPS
- If corrections or deletions can be made to the PCS Departing Transaction

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	3-B-2
References	3-B-2
Fast Path ID and Data Entry	3-B-2
PCS Departing Transaction	3-B-3
How PMIS/JUMPS is effected by the PCS Departure Transaction	3-B-6
Corrections and Deletions to the PCS Departing Transaction	3-B-6

PCS Departing Event for Regular Reserve Members

Purpose This PCS Departing event is used to complete the necessary transaction on a regular reserve member who is being transferred from one unit to another. This event also produces the Standard Travel Orders (CG-5131) on a member. This event should **not** be used for:

- Departing a reserve member to attend OCS school. The PCS Departing event for reserves coming on Extended Active Duty for greater than 139 days should be completed. Refer to Section 3-C of this chapter on how to complete this event.
- Departing a member to an initial unit upon release from active duty. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for reserve members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation).
- Initial departure from the recruiting station at which original enlistment occurred enroute to a recruit training center. The recruit training center will submit an initial endorsement on orders upon the recruit's arrival.
- Active duty members, who have **reached their service obligation**, are discharged from active duty and enlist as a reserve. Use the Entry into the Coast Guard Event to access the member.

Note: This also applies for members who are prior service and are enlisted into the reserves not going to the recruit training center. Use the Entry into the Coast Guard Event to access the member.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Personnel Manual, COMDTINST M1000.6 (series)
- c. Query Manual, HRSICINST M5230.2 (series)
- d. Reserve Policy Manual, COMDTINST M1001.28
- e. SGLI Handbook, 29-75-1

Fast Path ID and Data Entry Enter "tpcsdpt" for Fast Path ID or press "AAAA" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO' or F1. The following question will be asked: **'Is this reservist entering extended active duty (140 days or greater)?': N**

Note: If this question does not come up on the member, then the information that the system has on the member is incorrect (not showing the member as a reservist) and the System Administrator should contact the SDA II team at HRSIC to correct the problem.

For this event, the question should remain "N" for NO. Press <GO> or F1.

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Report Miscellaneous Events (R900), Continued

**Fast Path ID
And Data
Entry,
Continued**

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
District/OPFAC	If home duty station changed, then enter the district/OPFAC. Use the help wheel <F2> for a list of OPFACs.
Anniversary Date	Enter the correct anniversary date (if necessary). This is the date the member first entered an active or reserve component after a break in service. Note: If the member currently has a segment 82 “Anniversary Date” in PMIS/JUMPS, do not submit an anniversary date on this R900.
Break in Service Date	Enter the break in service date (if necessary). If the member has no break in service date since the beginning date enter “999999”. This is the date the member has a break in service for one of the following reasons. <ul style="list-style-type: none"> • Transferred to inactive status list, or • Transferred to a temporary retired list, or • Retired reserve, or • Discharged for a period of 24 hours or greater
Civilian Occupation Code	Enter the civilian occupation code (if necessary). Use “999999” for students, unemployed, etc.
Dropped from Rolls	For officers only. Indicate “Y” (yes) or “N” (No) if an officer is being dropped from the rolls.
Date Pay and Allowances Accrue From	For officers only. Enter the correct pay and allowances accrual date (if necessary).
Date of Initial Entry Into Reserve Forces	Enter the date the member first affiliates or enlists in any reserve component. This date is fixed and is not adjusted for breaks in reserve or regular component service. It is set upon initial RELAD, appointment, or enlistment in the reserves. If there is reserve service prior to the first time PMIS/JUMPS recognizes the member as a reserve, contact HRSIC (MAS).
Work Phone	Enter work phone number (if necessary).
Home Phone	Enter home phone number (if necessary).
Drill Obligation Date	Enter the date the member is no longer obligated to perform inactive duty drills.
Date Military Obligation Complete	Enter the date the member’s military obligation will be completed. If the military obligation of the member has expired, enter the date it expired.
Transfer Reason Code	Enter the correct code. Use the help wheel <F2> for a list of codes.

Section B
RESERVE UNIQUE TRANSACTIONS

Report Miscellaneous Events (R900), Continued

**Fast Path ID
And Data
Entry,
Continued**

Field	Action
Provisional Petty Officer	Enter “Y” (Yes) or “N” (No) if the member is a provisional Petty Officer.
2x2x4 or 2x4 Program	Enter “Y” (Yes) or “N” (No) whether or not this is a 2x2x4 or 2x4 Program.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Report Miscellaneous Events transaction updates the following in PMIS/JUMPS:

- Segment 81 and 82.
 - Element codes 09 and 10 update the ADC-WK-PHONE and ADC-HM-PHONE fields on page 13 of the PMIS Database.
 - Element code 12 updates the DT-COMP-MIL-OBL field on page 5 of the PMIS database.
-

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Reserve Officer Experience Indicator (R960)

Purpose	This transaction is used to report reserve officer experience indicator codes.
----------------	--

Reference	CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 6-A
------------------	---

Transaction Built in SDA II	Reserve Officer Experience Indicator
--	--------------------------------------

PMIS Transaction	R960
-----------------------------	------

Policies and Procedures	The transaction is used for reserve officers only.
------------------------------------	--

Accessing the transaction	If not creating this transaction in an event, enter “R960” for Fast Path ID or press “GD” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only.
--------------------------------------	---

Reserve Officer Experience Indicator (Screen 1 of 1)			
000-00-0000	LT	KEY, JOSEPH	
Effective Date:	02/06/1998	Effective Time:	0001 Entry Type:
Primary Officer Experience Indicator:	15	(element code 01)	
Level of Primary Officer Experience Indicator:	5	(element code 02)	
Secondary Officer Experience Indicator:	70	(element code 03)	
Level of Secondary Officer Experience Indicator:	5	(element code 04)	
First digit of Civilian Occupation Code:	3	(element code 05)	
Second digit of Civilian Occupation Code:	2	(element code 06)	

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Reserve Officer Experience Indicator (R960), Continued

Data Entry Complete each field as indicated below.

Field	Action
Effective Date	Enter the effective date.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Primary Officer Experience Indicator	Enter the 2-digit primary officer experience indicator. Use the help wheel <F2> for a list of experience indicators.
Level of Primary Officer Experience Indicator	Enter the 1 digit level of primary officer experience indicator. "0" is valid in this field if the officer is "training" but has not yet qualified for primary experience indicator.
Secondary Officer Experience Indicator	Enter the 2 digit secondary officer experience indicator. Use the help wheel <F2> for a list of experience indicators
Level of Secondary Officer Experience Indicator	Enter the 1 digit level of secondary officer experience indicator.
First digit of Civilian Occupation Code	Enter the first digit of Civilian Occupation Code.
Second digit of Civilian Occupation code.	Enter the second digit of Civilian Occupation Code.

Completing the transaction When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The transaction updates the following in PMIS/JUMPS:

- Updates page 1 (General Information) of the PMIS screens in the PMIS Data Base and has no affect on segments.

Corrections and Deletions Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Section A
GENERAL TRANSACTIONS

Section Overview

Introduction This section will guide you through the Active Duty transactions in SDAII.

Contents Sorted by Action Code/Page Number

Action Code	SDA II Transaction	Fast Path ID	Menu Option	See Page
P102	Change Cost Center	P102	BCP	2-A-7
P105	Establish Officer as Aviator	P105-AV	BBH	2-A-9
	Exhibit 2-A-1, Aviation Service Information		AEA	2-A-12
P154	Agree to Extend Enlistment	expextag	AEA	2-A-18
P159	Agree to Re-extend Enlistment	expextag	AEA	2-A-22
P176	Retained Beyond Normal Expiration of Enlistment	expretn	AEF	2-A-25
P187	Cancellation of Previous Reported Agreement to Voluntarily Extend/Re-extend Enlistment	expcan	AEG	2-A-28
P192	Report Additional Active Duty Authorized	See	Chapter	2-B
P193	Immediate Recall From Retirement - No Break in Service	P193	ADE	2-A-31
P198	Begin Extension of Enlistment	expextbe	AEB	2-A-35
P199	Begin Re-extension of Enlistment	expextbe	AEB	2-A-37
P203	Discharge	See	Chapter	8
P214	Appointment Terminated	See	Chapter	8
P216	Resume Enlisted Status Upon Termination As A Temp Officer	See	Page	2-A-42
P230	Record Reserve MGIB Eligibility Status	See	Chapter	2
P231	Declare Member Missing	P231	BCC	2-A-44
P232	Return Member From Missing	P232	BCE	2-A-46
P240	Declare Member A Deserter	P240	AIF	2-A-47
P253	Cancel Enlistment	See	Chapter	8
P266	Report Death Of A Member	P266	BCB	2-A-49
304	Change Qualification Code for Enlisted Personnel	304-Q	BBF	2-A-50
304	Change Aviator Qualification	304-AV	BBB	2-A-53
305	Record Award Information	305	BCH	2-A-55
320	Report Scores From ASVAB Retest	reasvab	BBI	2-A-57
324	Change Education Level	324-edu	BBD	2-A-59
324	Completion of Degree Training	324-deg	BBC	2-A-61
324	Record Foreign Language Skill	324	BBG	2-A-63
325	Servicewide, CWO Specialty Information	325	BBK	2-A-65
333	Height/Weight Measurement	333	BCG	2-A-69
P341	Completed School	P341	BBE	2-A-71
P357	Member Became U. S. Citizen	miscmenu	BCD	2-A-75
P400	Begin Unauthorized Absence	P400	AIE	2-A-76

Continued on next page

Section A
GENERAL TRANSACTIONS

Section Overview, Continued

**Contents,
(Cont'd)**

Sorted by Action Code/Page Number

Action Code	SDA II Transaction	Fast Path ID	Menu Option	See Page
P411	Member Returned From UA/Deserter	P411	AIG	2-A-78
P425	Remove Mark of Desertion	P425	AID	2-A-81
P555	Advancement/Adding Designator	See	Chapter	9
H600	Active Duty Enlistment/Reenlistment Bonus	BCMA	BCMA	2-A-83
P602	Suspend Remove Suspension or Stop SRB	P602	AJBK	2-A-85
P603	Civilian/Supplemental Clothing Monetary Allowance Maintenance	P603	AJAE	2-A-89
P603	Start Prorated BAS	padjpbas	AJBB	2-A-91
P603	Start Supplemental BAS	padjsbas	AJBC	2-A-92
P603	Start Fractional COLA	padjcola	AJBD	2-A-93
H604	Miscellaneous Credit to Member's Account	pactcred	AJE	2-A-95
H605	Advance Pay Paid Through PMIS/JUMPS online	mipaadup	AJAF	2-A-97
H605	Advance Pay and Allowances Paid Through PMIS/JUMPS online	mipaadup	AJAF	2-A-101
H605	Advance BAH Paid Through PMIS/JUMPS online	mipaadup	AJAF	2-A-106
H605	Advance Overseas Housing Allowance Paid Through PMIS/JUMPS online	mipaadup	AJAF	2-A-109
H605	Change Liquidation Schedule	pactchg	AJD	2-A-112
P606	Change BAH or BAQ/VHA	padjbaq	AJBF	2-A-115
P607	Start/Resume Pay and Allowances (Aviation Pay)	padjstrt	AJBA	2-A-122
P607	Start/Resume Pay and Allowances (Diving Duty Pay)	padjstrt	AJBA	2-A-126
P607	Start/Resume Pay and Allowances (Hardship Duty Pay-Location)	padjstrt	AJBA	2-A-129
P607	Start/Resume Pay and Allowances (Hostile Fire Pay This Month Only)	padjstrt	AJBA	2-A-132
P607	Start/Resume Pay and Allowances (Hostile Fire Pay Until Further Orders)	padjstrt	AJBA	2-A-135
P607	Start/Resume Pay and Allowances (Tax Exclusion This Month Only)	padjstrt	AJBA	2-A-138
P607	Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders)	padjstrt	AJBA	2-A-141
P607	Start/Resume Pay and Allowances (Subsistence Pay)	padjstrt	AJBA	2-A-144
P607	Start/Resume Pay and Allowances (Cost Of Living Allowance)	padjstrt	AJBA	2-A-148
P607	Start/Resume Pay and Allowances (Career Sea Pay and Sea Pay Premium)	padjstrt	AJBA	2-A-152
P607	Start/Resume Pay and Allowances (Special Duty Assignment Pay)	padjstrt	AJBA	2-A-165
P607	Start/Resume Pay and Allowances (Responsibility Pay)	padjstrt	AJBA	2-A-168
P607	Start/Resume Pay and Allowances (Start VHA) (P607)	padjstrt	AJBA	2-A-171
P607	Start/Resume Pay and Allowances (Change Rental Charge For Inadequate Quarters)	padjstrt	AJBA	2-A-172
P607	Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Pay)	padjstrt	AJBA	2-A-175
P607	Start/Resume Pay and Allowances (High Pressure Chamber Hazardous Duty Pay)	padjstrt	AJBA	2-A-178
P607	Start/Resume Pay and Allowances (Start Change/Verify VHA Offset) (P608)	padjstrt	AJBA	2-A-180
P609	Start, Stop or Change OHA	padjoha	AJBH	2-A-182
P609	Start or Stop Interim Housing Allowance	P609iha	AJBJ	2-A-185

Continued on next page

Section A
GENERAL TRANSACTIONS

Section Overview, Continued

**Contents,
(Cont'd)**

Sorted by Action Code/Page Number

Action Code	SDA II Transaction	Fast Path ID	Menu Option	See Page
P612	Return From Confinement	See	Chapter	11
P616	End Absence Due To Alcohol and Drugs	P616	AIH	2-A-188
P620	Change BAS/Career Sea Pay	See	Chapter	6
P625	Stop Pay and Allowances	padjstop	AJBE	2-A-191
P633	Stop All Pay and Allowances Due to Fraudulent Enlistment	See	Chapter	8
P640	Member Placed In Confinement	See	Chapter	11
P644	Begin Absence Due To Alcohol and Drugs	P644	AIH	2-A-196
P671	Suspend Flight Pay/Terminate Aviator Status	padjsusp	AJBG	2-A-198
P800	Change Allotment Address	P800	AJAJ	2-A-200
P809	Elect/Decline SGLI	P809	BAD	2-A-204
P810	Family member Dental Coverage	mipadent	AJAH	2-A-207
P950	Report Physical Exam Findings	P950	BCI	2-A-211
L63B	Leave Authorization	leave	BCA	2-A-213
CG-4170A	Change in Dependency/Emergency Data/SGLI	depchg	BAA	2-A-216
L66B	Officer Uniform Allowance	mipaunif	AJAD	2-A-227
L6BB	Family Separation Housing/Family Separation Allowance	mipafsa	AJAG	2-A-229
L6EB	Tax Information-Mailing Address	mipatax	AJAI	2-A-235
L6EB	State Tax Information	mipatax	AJAI	2-A-238
L6EB	Federal Tax Information	mipatax	AJAI	2-A-241
L6FB	Statement of Intent for Discharge, RELAD, Retirement	soisep	ACA	2-A-244
L6FB	Statement of Intent for Extension/Re-extension, Reenlistment, Retention, Recall	soisep	ACB	2-A-250
L6GB	Payment Option Election	mipapoe	AJAC	2-A-255
L6JB	ASVAB Scores	asvab	BBA	2-A-259
L6KB	Clothing and Small Stores Checkage	pactstor	AJF	2-A-263
L76B	Assignment Data Maintenance	asgd	BCK	2-A-266
L6DB	Start, Stop, Change Allotments or Bonds	See	Chapter	20
DD-214	Certificate of Release or Discharge From Active Duty	DD214	AEH	2-A-272
*****	Member's Locally Created Data	BCMB	BCMB	2-A-282

Continued on next page

Section A
GENERAL TRANSACTIONS

Section Overview, Continued

Contents, **Sorted by SDAII Transaction Title**
(Cont'd)

SDA II Transaction	Action Code	Fast Path ID	Menu Option	See Page
Active Duty Enlistment/Reenlistment Bonus	H600	BCMA	BCMA	2-A-83
Advance BAH Paid Through PMIS/JUMPS online	H605	mipaadup	AJAF	2-A-106
Advance Overseas Housing Allowance Paid Through PMIS/JUMPS online	H605	mipaadup	AJAF	2-A-109
Advance Pay and Allowances Paid Through PMIS/JUMPS online	H605	mipaadup	AJAF	2-A-101
Advance Pay Paid Through PMIS/JUMPS online	H605	mipaadup	AJAF	2-A-97
Advancement/Adding Designator	P555	See	Chapter	9
Agree to Extend Enlistment	P154	expextag	AEA	2-A-18
Agree to Re-extend Enlistment	P159	expextag	AEA	2-A-22
Appointment Terminated	P214	See	Chapter	8
Assignment Data Maintenance	L76B	asgd	BCK	2-A-266
ASVAB Scores	L6JB	asvab	BBA	2-A-259
Begin Absence Due To Alcohol and Drugs	P644	P644	AIH	2-A-196
Begin Extension of Enlistment	P198	expextbe	AEB	2-A-35
Begin Re-extension of Enlistment	P199	expextbe	AEB	2-A-37
Begin Unauthorized Absence	P400	P400	AIE	2-A-76
Cancel Enlistment	P253	See	Chapter	8
Cancellation of Previous Reported Agreement to Voluntarily Extend/Re-extend Enlistment	P187	expcan	AEG	2-A-28
Certificate of Release or Discharge From Active Duty	DD-214	DD214	AEH	2-A-272
Change Allotment Address	P800	P800	AJAJ	2-A-200
Change Aviator Qualification	304	304-AV	BBB	2-A-53
Change BAH or BAQ/VHA	P606	padjbaq	AJBF	2-A-115
Change BAS/Career Sea Pay	P620	See	Chapter	6
Change Cost Center	P102	P102	BCP	2-A-7
Change Education Level	324	324-edu	BBD	2-A-59
Change in Dependency/Emergency Data/SGLI	CG-4170A	depchg	BAA	2-A-216
Change Liquidation Schedule	H605	pactchg	AJD	2-A-112
Change Qualification Code for Enlisted Personnel	304	304-Q	BBF	2-A-50
Civilian/Supplemental Clothing Monetary Allowance Maintenance	P603	P603	AJAE	2-A-89
Clothing and Small Stores Checkage	L6KB	pactstor	AJF	2-A-263
Completed School	P341	P341	BBE	2-A-71
Completion of Degree Training	324	324-deg	BBC	2-A-61
Declare Member A Deserter	P240	P240	AIF	2-A-47
Declare Member Missing	P231	P231	BCC	2-A-44
Family member Dental Coverage	P810	mipadent	AJAH	2-A-207
Discharge	P203	See	Chapter	8

Continued on next page

Section A
GENERAL TRANSACTIONS

Change Qualification Code for Enlisted Personnel (304), Continued

(Add and/or Delete Qual Codes)

Fast Path ID and Data Entry If not creating this transaction in an event, enter “304-Q” for Fast Path ID or press “BBF” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to change add and/or delete qualification codes for enlisted personnel.

Change Qualification Code for Enlisted Personnel (Screen 1 of 1)				
000-00-0000		GM3	CANNON, JOHN	
Effective Date: <u>11/19/1997</u>		Effective Time: <u>0001</u>	Entry Type:	
New Qual Code	Effective	Existing Code	Effective	Delete
<u>ES</u>	<u>11/10/1997</u> (Element Code 86)		1. <u>ER</u>	<u>11/12/1993</u>
Y	(Element code 85)			
<u>EP</u>	<u>11/10/1997</u> (Element Code 86)		2. <u>02</u>	<u>10/05/1991</u>
N	(Element code 85)			
—	—/—/— (Element Code 86)			3.
—	—/—/— (Element Code 86)			4.
		5.		
		6.		
		7.		
		8.		
		9.		
		10.		
		11.		
		12.		

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Entry Type	This field is not updateable.
New Qual Code/ Existing Code	A maximum of 12 qualification codes may be entered in PMIS/JUMPS. If the 12 fields on PMIS Page 9 (Online Inquiry) are full, delete an existing code when entering a new one.
Effective Date	Enter the effective date next to codes to be deleted.
Delete	Enter “Y”

Continued on next page

Change Qualification Code for Enlisted Personnel (304),

Continued

PMIS/JUMPS Effect

The change qualification code for enlisted personnel transaction updates the following in PMIS/JUMPS:

- Page 9 (Education & Training Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Record Award Information (305)

Purpose This transaction is used to add or delete an award code.

Reference The following publications contain important information about awards and award codes. You may need to refer to them when preparing this transaction.

- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Enclosure 10
- Medals and Awards Manual, COMDTINST M1650.25 (series)

Transaction Built in SDA II Record Award Information

PMIS Transaction 305

Policies and Procedures Information you need to know about this transaction:

- The award date is the date the award was approved by the award approving authority (not the award presentation date).
- Use the award codes in SDA II when filling out the Award Name Field.
- This transaction may be used to add and/or delete multiple awards, so long as the total number additions and/or deletions do not exceed ten.
- If you need to add and/or delete more than ten awards, submit an additional transaction with a later effective date.

Beginning the transaction Follow these steps to access the Record Award Information data input screen.

Step	Action
1	If not creating this transaction in an event, enter “305” for Fast Path ID or press “BCH” from the Main Menu Screen in SDA II.
2	Enter the member’s SSN or last name and press ‘GO’.
3	Press ‘GO’ again.

Continued on next page

Section A
GENERAL TRANSACTIONS

Record Award Information (305), Continued

Beginning the transaction
(cont'd)

Here is an example of the Record Award Information screen, which will be displayed after you complete the steps to begin the transaction

Record Award Information (Screen 1 of 1)			
000-00-0000		SABM	DOE, JOHN
Effective Date: <u>10/06/1997</u>		Effective Time: <u>0001</u>	Entry Type:
Additions		Deletions	
Award Name and Date		Award Name and Date	
<u>HC</u>	<u>Coast Guard Achievem</u>	<u>04/01/1997</u>	— / — / — (See Note
Below)			
—	— / — / —	—	— / — / —
—	— / — / —	—	— / — / —
—	— / — / —	—	— / — / —
 Note: Add Award Name and Date creates Element Code 01. Delete Award Name and Date creates Element Code 02.			

Data entry

This table describes the data entry fields and allowable entries.

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created (the system will not allow an earlier date).
Effective Time	Enter effective time of transaction.
Additions Award Name and Date	Enter the Award Code and date. See 3PM Enclosure (10).
Deletions Award Name and Date	Enter the Award Code and date to delete. You must use the same date that appears in the PMIS database (page 3), (e.g. Date in PMIS is 910800, then enter 08/00/1997 in the date field of this transaction).

PMIS/JUMPS Effect

This transaction updates the following in PMIS/JUMPS:

- Updates page 3 (Medals and Awards Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

Corrections and Deletions

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Completed School (P341)

Purpose This transaction is used to add and delete school completion information for all Coast Guard members into PMIS/JUMPS.

Reference

- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4
- Training and Education Manual, COMDTINST M1500.10 (series)
- Personnel Manual, COMDTINST M1000.6 (series)
- Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
- Pay Manual, COMDTINST M7220.29 (series)

Transaction Built in SDA II Completed School

PMIS Transaction P341

Policies and Procedures Information you need to know about this transaction:

- This transaction allows the user to create multiple school completion transactions on a member.
- This transaction should only be used when there is supporting documentation that shows the member completed a school.
- If there is a qualification code that corresponds with the school completion code, then a qualification code should also be entered.
- The maximum number of qualification codes a member may have is 12.
- The maximum number of school codes a member may have in the PMIS/JUMPS database is 20.

Fast Path ID and Data Entry If not creating this transaction in an event, enter “P341” for Fast Path ID or press “BBE” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen should display.

School Completion Transactions (Screen 1 of 1)		
000-00-0000	SA	DOE, DONALD
Effective Date	Effective Time	Tran Status

Continued on next page

Completed School (P341), Continued

After the above screen appears, press <F3>. This will allow you to create a School Completion transaction. The following screen should appear after you have pressed <F3>.

Fields

The following is a breakdown of the fields on the School Completed (Screen 1 of 1) and the action to be taken on each field:

Field	Action
Effective Date	This is the effective date the member completed school or is advanced. This field will only create element code 84 if member is being advanced. If member is not being advanced then this field will not build element code 84.
Effective Time	Enter the effective time.
Completion Date	Enter the date the member completed school.
School Completed	Enter the six (6) digit school code the member completed. Press F2 for a list of valid school codes. Note: There may be school codes not listed on the help wheel (F2). This may happen when there are new school codes but the SDA II system has not been updated. Enter the new school code anyway.
Course Title	This field is not updateable. It is pre-filled when the user updates the 'School Completed' field. It is a description of the school the member completed. Note: There may be school codes in the system that do not have a Course Title.
Delete School Code	Enter the six (6) digit school code to be deleted.
Completion Date	Enter the completion date of the school code to be deleted.
Course Title	This field is not updateable. It is pre-filled when the user updates the 'Delete School Code' field.

Continued on next page

Change BAH or BAQ/VHA (P606)

Purpose	This transaction is used for a member's change in BAH/BAQ status.
Reference	<ul style="list-style-type: none">• CG Pay Manual, COMDTINST M7220.29, Chapter 3• Personnel & Pay Procedures Manual, HRSICINST M1000.2A, Chapter 5.• ALPERSRU's A/98, H/98, and Z/99.
Transaction Built in SDA II	Change BAH/BAQ or VHA
PMIS Transaction	P606
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• A PCS reporting transaction will automatically stop payment of BAH with or without dependents the day prior to the effective date of reporting PCS. Timely submission of this transaction is emphasized since significant pay impact may result for the member.• Review Government Quarters In Connection with PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (following pages) when preparing this transaction.• Use this transaction for all start or changes in BAH entitlements and/or quarters assignments.• PMIS/JUMPS will automatically stop existing BAH entitlements and quarters checkage on the date prior to the effective date of this transaction for all members.• If a member is receiving OHA, the Start OHA transaction (P609) is used to start BAH II. It is not necessary to start BAH II with this transaction.• <u>Changes to inadequate quarters rental charges</u> must be done on the Start/Resume Pay and Allowances transaction (P607).• Members departing on terminal leave may be entitled to BAH at their last permanent duty station rate during terminal leave. See the government quarters table (following pages).• Change in Tax/Mailing address may also be completed in this transaction if necessary.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "PADJBAQ" for Fast Path ID or press "AJBF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change BAH or BAQ/VHA (P606), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

Start/Change BAH, BAQ, VHA and/or Quarters Assign (Screen 1 of 4*)		
000-00-0000	QM3	JONES, RICHARD
Effective Date: <u>01/20/1998</u>	Effective Time: <u>0001</u>	Entry Type:
*Note - If the change in BAH or BAQ status is due to change in dependency, such as divorce or death, please refer to Change in Housing Transaction of the SDA II User Manual to ensure that the effective date is correct.		
BAH/BAQ Code: <u>L</u> BAH Zip Code: <u>66683</u> Start VHA?: <u>No</u>		

Field	Action
Effective Date	Enter the effective date. For changes in government quarters and/or dependency status, see Government Quarters In Connection With PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (following pages).
Effective Time	Same as above for effective date. See tables.
Entry Type	This is not updatable.
BAH/BAQ Code creates the following element codes: 01 (always created) 02 (if codes I or K is used) 11 (if code L or S is used) 12 (if codes G, H, or R is used)	Enter correct code. Use the help wheel <F2> for a complete list of BAH/BAQ codes. If code O is used, then no other information on this transaction will be entered. Note: If a code of I or K is used to establish Inadequate Government Quarters, the following screen will appear: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"><p>Amount of Rental Charge for Inadequate Government Quarters: 000.00</p><p>Note: The rental amount shall be the lesser of: (a) the fair rental value of the inadequate quarters, or (b) 75% of BAH Type II at the with dependents rate. For members with a spouse in service who jointly occupy inadequate government quarters, the rental charge will be collected at a rate of 50% from each member. Need to ensure you are entering the correct amount or this transaction will not process through PMIS/JUMPS</p></div>

Field	Action
Amount of Rental Charge of Inadequate Government Quarters element code 02	Enter the amount of rental charge for inadequate quarters.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change BAH or BAQ/VHA (P606), Continued

**Fast Path ID
and Data Entry,
Continued**

Field	Action
BAH Zip Code	Enter the BAH Zip Code. See notes 1 and 2. Note 1: This field is completed only if one of the BAH codes L, G, H, R, or S is used. Note: Do not use a FPO or APO zip code. Note 2: For BAH type II Grandfather members (previously BAQ Grandfathered) who are assigned to government quarters enter five zeros (00000). Refer to ALPERSRU's A/98 and H/98.
Start VHA	Enter "N" (no) here. However, if entering VHA information that is prior to 1 January 1998 answer "Y" (yes). If yes is entered here, the effective date of this transaction must be prior to 1 January 1998. SDA II will not allow the user to enter VHA/VHA offset information if the transaction effective date is 1 January 1998 or later. Refer to ALPERSRU's A/98 and H/98

If no other transactions were selected, and you have completed screen 1 of 4 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

Depending upon which BAH entitlement is used, the Change BAH or BAQ/VHA transaction may update the following in PMIS/JUMPS:

- Segments 16, 17, 18, 19, 21, 34, and 35.
- Updates page 4 (Family member Information) of the PMIS screen in the PMIS database.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Continued on next page

Section A
GENERAL TRANSACTIONS

Government Quarters In Connection With PCS

Table

If Government Quarters Are		At the Following Time				And Member's Dependency Status is		Then
Cleared	Assigned	1 or more Days Prior to PCS Departure	On the Actual Day of PCS Departure	After PCS departure but before PCS Reporting	On the Actual Day of Reporting PCS	BAH Grandfather or With Dependents	BAH Child or Without Dependents	
X		X				X See Note 5	X See Notes 1, 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001. .
X			X			X See Note 5	X See Notes 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time <u>must be</u> 5 minutes later than the Departing PCS transaction.
X				X		X See Note 5		Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001.
X				X			X	If the member is an E4 over 4 years service, Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001.
	X			X		X	X	Submit this transaction. Effective date will be the date quarters are assigned. Effective time will be 0001. Note: When the member <u>finally reports PCS</u> , you must submit this transaction again. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.
	X				X	X	X	Submit this transaction. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction. See Note 4.
X					X	X	X	Submit this transaction. Use zip code of the <u>unit reporting to</u> . Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.

Note 1: Single members (not BAH Child) who vacate government quarters (e.g. Leased housing) and **return** to shipboard berthing or BEQ/BOQ (barracks) prior to PCS departure are entitled to receive BAH Partial only.

Note 2: Member must be E-4 over 4 years service. Members E-4 with less than 4 years service and members in pay grades E-1 through E-3 are not entitled to BAH enroute PCS.

Note 3: For member's E-4 over 4 years service who are receiving BAH Child and assigned government quarters (BAH code P and Q) submit this transaction using BAH code R to begin BAH without.

Note 4: Do not submit two of these transactions on the same day. If the member reports TEMDU PCS and PERMDU PCS on the same day, submit one of these transactions 5 minutes later than the final PERMDU reporting PCS transaction.

Note 5: For members receiving BAH Type II Grandfathered start BAH with dependents using BAH code "S". Those Grandfathered members already receiving BAH with dependents (due to living on the economy) will continue to receive BAH with dependents enroute PCS.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change In Housing Other Than PCS Table

If.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A See Note 1 Start CCOLA/COLA transaction (P607) also required
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	See Note 2
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	See Note 3
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA with dependents transactions also required.
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) See Note 4	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA w/dependents transactions also required.

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 2: The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.


Note 3: A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

Note 4: The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

Section A
GENERAL TRANSACTIONS

Change In Housing Other Than PCS Table, Continued

When.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....	
Member gets divorced, and has no other BAH eligible family members.	Date of final divorce decree	Day after CG-4170A with effective time of 0001	
Member gets divorced and has other BAH eligible family members.	Date of final divorce decree	If member	Then
		remains entitled to BAH at the with dependents rate	Change in Housing transaction is not required
		becomes entitled to BAH at a rate other than the with dependents rate (e.g. BAH Differential)	Day after CG-4170A with effective time of 0001
Death of family member and member has no other BAH eligible family members.	Date of death	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible family members.	Day prior to the child's 21 st birthday	Day after CG-4170A with effective time of 0001	
Full time student family member child becomes of age (and is not incapacitated) and member has no other BAH eligible family members.	Day prior to the child's 23 rd birthday	Day after CG-4170A with effective time of 0001	
Family member child marries and member has no other BAH eligible family members.	Date of child's marriage	Day after CG-4170A with effective time of 0001	
Annulment and member has no other BAH eligible family members.	Day prior to the annulment	Day after CG-4170A with effective time of 0001	
Removal of legal "ward" and member has no other BAH eligible family members.	Date of court ordered removal	Day after CG-4170A with effective time of 0001	
Family member adopted by third party and member has no other BAH eligible family members	Day prior to date of adoption	Day after CG-4170A with effective time of 0001	
Another person or family member who was "in fact" dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001	
Spouse enters active military service and member has no other BAH eligible family members.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Day prior to family member child's entry into military service	Day after CG-4170A with effective time of 0001	

 **Reminder:** Stop COLA (either CONUS or OUTCONUS) with dependents and start COLA at the single rate when a member's dependency/family member status changes from with dependents to without dependents.

Continued on next page

Start/Resume Pay and Allowances (Aviation Pay) (P607), Continued

PMIS/JUMPS Effect	<p>The Start/Resume Pay And Allowances (Aviation Pay) transaction updates the following in PMIS/JUMPS.</p> <ul style="list-style-type: none">• Segment 11 (for Aviation Career Incentive Pay)• Segment 12 (for Crew Member Flight Pay)• Segment 13 (for Noncrew Member Flight Pay)• Segment 60 (for Aviation Career Incentive Pay)• Updates page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base.
------------------------------	--

Corrections and Deletions	<p>Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.</p>
--------------------------------------	---

Start/Resume Pay and Allowances (Diving Duty Pay) (P607)

Purpose This transaction is used to start/resume Diving duty pay on a member and to update the Diving Qualification Lapse Date.

Reference

- Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
- Diving Policies and Procedures Manual COMDTINST M10560.4 (series)

Transaction Built in SDA II Diving Duty Pay Entitlements.

PMIS Transaction P607

Policies and Procedures Information you need to know about this transaction:

- **Review above references** prior to submitting this transaction
- **If the member will be receiving multiple allowances**, the user may select them by putting a “Y” beside the allowances in this transaction.

Fast Path ID and Data Entry If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		BM1 KIRK JAMES
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Continued next page

Start/Resume Pay and Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607), Continued

PMIS/JUMPS Effect	The Start/Resume Pay And Allowances transaction (High Pressure Chamber Hazardous Duty Incentive Pay) updates the following in PMIS/JUMPS.
------------------------------	---

- Segment 49

Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions	Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.
--------------------------------------	--

Start, Stop or Change OHA (P609)

Purpose	This transaction is used to start, stop, or change Overseas Housing Allowance (OHA).
Reference	<p>OHA rates are accessed via the Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site (http://www.dtic.mil/perdiem/).</p> <ul style="list-style-type: none">• JFTR, par. U9100• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.
Transaction Built in SDA II	Start, Stop or Change OHA.
PMIS Transaction	P609
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member. There are several important policies governing the payment of OHA.• All amounts must be entered in U.S. dollars. Convert foreign currency amounts into U.S. dollars using the multiplier for the rate of exchange from the PDTATAC web site.• Submit this transaction to <u>start</u> OHA.• Submit this transaction to <u>change</u> OHA when there is a change in any variable used for the computation of OHA. This includes changes in:<ol style="list-style-type: none">1. A member's dependency status, BAH entitlement or FSH entitlement.2. Monthly rental/ownership costs.3. The utility indicator.4. Rank/Rate due to promotion or demotion (after this change is reflected in PMIS/JUMPS database).5. Homeowner/Renter code.6. Place of residence.7. Number of sharers.• Do not submit this transaction as a result from changes made to the PDTATAC web site (www.dtic.mil/perdiem/). HRSIC is responsible for these changes.

Continued on next page

Section A
GENERAL TRANSACTIONS

Start, Stop or Change OHA (P609), Continued

Policies and Procedures (cont'd)

- Submit this transaction to stop OHA **except** when OHA is stopped due to:
 1. PCS departure, or
 2. Assignment to Government Quarters.
- OHA will stop automatically when a Departing Endorsement or Change in BAH/change in housing (P606) transaction processes in PMIS/JUMPS assigning a member to government quarters.

Starting the transaction

If not creating this transaction in an event, enter “PADJOHA” for Fast Path ID or press “AJBH” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press go again. The following screen 1 of 1 will appear.

Overseas Housing Allowance Information (Screen 1 of 1)			
000-00-0000	HS1	BLAKE, ROBERT	
Effective Date: <u>01/05/1998</u>	Effective Time: <u>0001</u>	Entry Type:	
OHA Action: <u>1</u>			
		BAH II Code: <u>L</u>	
		Enter with Start OHA or if changing dependency status.	
Location Code (from JFTR): <u>AK077</u>		JFTR Rental Ceiling/US \$:	<u>600.00</u>
Monthly Utility Cost/US \$: <u>650.00</u>		JFTR Utility Indicator:	<u>025</u>
Homeowner/Renter Code: <u>R</u>		Does Member have Dependents?:	<u>Y</u>
Number of Sharers: <u>00</u>		Rent in Foreign/US Currency?:	<u>US</u>
Rent Amount in US Dollars: <u>650.00</u>		MIHA/Miscellaneous/US \$:	<u>600.00</u>
MIHA/Rent/US \$: <u>650.00</u>		MIHA/Security/US \$:	<u>600.00</u>

Data entry

Refer to this table to enter data in the fields.

Field	Entry
Effective Date	For OHA starts or stops, enter the date prescribed in the JFTR, U9100C. For changes, use the date the change took place.
Effective Time	Enter the effective time.
Entry Type	This field cannot be updated.

Continued on next page

Section A
GENERAL TRANSACTIONS

Start, Stop or Change OHA (P609), Continued

Data entry (cont'd)

Field	Entry
OHA Action This field creates element code, 01 (for start), 02 (for stop) or 03 (for change)	Enter the OHA action (1-start, 2-stop, 3-change). Note: If a stop OHA transaction is submitted, no other action/fields are necessary.
BAH II Code	Enter the appropriate BAH II code: G Without dependents; member not assigned government quarters. H Spouse in Service and no other dependents; member not assigned government quarters L With dependents; member not assigned government quarters
Location Code element code 04	Enter the location code. Use the help wheel <F2> or access the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Rental Ceiling element code 05	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
Monthly Utility Cost element code 06	Enter the monthly utility cost before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Utility Indicator element code 07	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's.
Homeowner/Renter Code element code 09	Enter H (homeowner) or R (renter).
Does member have Dependents?	Enter Y (yes) or N (no) to indicate whether or not the member has dependents. Note: Y creates element code 10 and N creates element code 12 for "Number of Sharers" field below
Number of Sharers. element codes: 10 (with dependents), or 12 (without dependents)	Enter the number of sharers. For a definition of "sharers" for OHA purposes, see chapter 9 of the JFTR.

Continued on next page

Section A
GENERAL TRANSACTIONS

Start, Stop or Change OHA (P609), Continued

Data entry (cont'd)

Field	Entry
Rent in Foreign/US Currency? element code: 14 (for US currency)	Enter U (for US currency). <ul style="list-style-type: none">• For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120.• For renters enter the monthly amount.
MIHA/Miscellaneous element code 17	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security. Note: This field will not be completed for a <u>change</u> OHA transaction
Rent amount in U.S. dollars. element code 18	Enter the actual rent paid in US dollars. Note: This field will not be completed for a <u>change</u> OHA transaction.
MIHA/Security element code 19	Enter the actual security MIHA US dollars. Note: This field will not be completed for a <u>change</u> OHA transaction

Completing the transaction

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start OHA transaction (P609) will automatically close the following segments for members who vacate government quarters overseas:

- Segment 16 -- Government quarters, and
- Segment 17 -- BAH II With dependents, or
- Segment 18 -- BAH II Without dependents.

The Start, Stop or Change OHA transaction will update segment 46.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start or Stop Interim Housing Allowance (P609)

Purpose	This transaction is used to pay a member Interim Housing Allowance (IHA).
Reference	<p>OHA rates are accessed via the Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site (http://www.dtic.mil/perdiem/).</p> <ul style="list-style-type: none">• JFTR, par. U9100
Transaction Built in SDA II	Start or Stop Interim Housing Allowance
PMIS Transaction	P609
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review chapter 9 of the JFTR.• All amounts must be entered in U. S. dollars. Convert foreign currency amounts into U.S. dollars using the multiplier for the rate of exchange from the PDTATAC web site.• Submit this transaction to <u>start</u> IHA.• Submit this transaction to <u>stop</u> IHA.
Starting the transaction	<p>If not creating this transaction in an event, enter “P609-IHA” for Fast Path ID or press “AJBJ” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press go again. The following screen 1 of 1 will appear.</p>

Interim Housing Allowance Information (Screen 1 of 1)		
000-00-0000	LT	MCINTOSH, JILL
Effective Date: <u>01/12/1998</u>	Effective Time: <u>0001</u>	Entry Type:
Interim Housing: <u>1</u>		
Location Code (from JFTR): <u>AK077</u>	JFTR Rental Ceiling: <u>500.00</u>	
Monthly Utility Cost: <u>500.00</u>	JFTR Utility Indicator: <u>025</u>	
Homeowner/Renter Code: <u>R</u>	Enter number of Sharers: <u>01</u>	
Rent in Foreign/US Currency?: <u>500.00</u>	Rent amount in US Dollars: <u>500.00</u>	
MIHA/Miscellaneous: <u>500.00</u>	MIHA/Rent <u>500.00</u>	
MIHA/Security: <u>500.00</u>		

Continued on next page

Section A
GENERAL TRANSACTIONS

Start or Stop Interim Housing Allowance (P609), Continued

Data entry Refer to this table to enter data in the fields.

Field	Action
Effective Date	Enter the effective date. See the JFTR, Chapter U9100C.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
IHA Action This field creates element codes: 04 (for start IHA) or 16 (for stop IHA)	Enter the IHA action (1-start, 2-stop). Note: If a stop IHA transaction is submitted, no other action/fields are necessary.
Location Code (from JFTR) element code 04	Enter the location code. Use the help wheel <F2> or see the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Rental Ceiling element code 05	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site (http://www.dtic.mil/perdiem/).
Monthly Utility Cost element code 06.	Enter the monthly utility cost before reduction or proration from the PDTATAC web site (http://www.dtic.mil/perdiem/).
JFTR Utility Indicator element code 07	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's.
Homeowner/ Renter Code element code 09	Enter H (homeowner) or R (renter).

Continued on next page

Start or Stop Interim Housing Allowance (P609), Continued

Data entry (cont'd)

Number of Sharers. element codes: 10 (with dependents), or 12 (without dependents)	Enter the number of sharers. For a definition of “sharers” for IHA purposes, see chapter 9 or the JFTR.
Rent in Foreign/US Currency? element code: 14 (for US currency)	Enter U (for US currency). For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. Renters enter the monthly amount. Convert foreign currency amounts to U.S. using the rates of exchange contained on the PDTATAC web site (http://www.dtic.mil/perdiem/).
MIHA/ Miscellaneous element code 17	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security.
Rent amount in US dollars. element code 18	Enter the actual rent paid in US dollars.
MIHA/Security element code 19	Enter the MIHA security amount paid in US dollars.

Completing the transaction	When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.
-----------------------------------	--

PMIS/JUMPS Effect	The Start or Stop IHA transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">• Segment 46• It has no effect on the PMIS screens in the PMIS database.
--------------------------	--

Corrections and Deletions	Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.
----------------------------------	--


Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data BAH-Dependency-Emergency Data (Screen 1 of 3*) should appear.
Transaction, Continued

BAH-Dependency-Emergency Data (Screen 1 of 3*)			
000-00-0000	YNC	DOE, JOHN	
Effective BAH Date: <u>01/23/1998</u>		Type Entry:	
Place of Marriage:			
Country: <u>US</u>	City: <u>TOPEKA</u>	State: <u>KS</u>	Marriage Date: <u>01/23/1998</u>
Relationship Code: <u>1</u>			
BAH Dependents: <u>1</u>			
Date Signed: <u>01/23/1997</u>		Submission: <u>Initial</u>	
Are there other Life Insurance Companies?: <u>Y</u>		By Law: <u>N</u>	

The following is a list of fields on Screen 1 of 3* and the action to be taken on each field:

Field	Action
Effective BAH Date (Use Change in Dependency Status Table on page 2-A-225 to determine the effective date)	This field must only be used if there is a dependency change or if submitting this transaction when accessing a new member into the system. Note: This field should be left blank if submitting the transaction due to a change in address on the CG-4170A or a change in the emergency data/SGLI information.
Type Entry	This field cannot be updated.
Place of Marriage Country, City and State	If member is married, enter the Country, City and State the member was married in.
Marriage Date	If member is married, enter the date the member was married.
Relationship Code	Enter the relationship code on the member. Press F2 for a list of valid relationship codes.
BAH Dependents	Enter the total number of dependents the member has for BAH purposes. Note 1: If a member has a spouse and this transaction is being prepared for divorce and a member has no other dependents, indicate '0'. Note 2: If a member has a spouse-in-service, with no other dependents, indicate '0'.  Reminder: A P607 for CONUS COLA is required when adding an initial family member (e.g. Member becomes entitled to BAH with dependents) or removing all BAH eligible family members.
Date Signed	This field will be the date the member signs the CG-4170A, but normally this field will be left blank and the member will fill in this block when he/she signs the CG-4170A.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

**Change in
Dependenc
y/Emergen
cy
Data
Transaction,
Continued**


Field	Action
Submission	This field must remain at 'INITIAL'.
Are there other Life Insurance Companies?	Enter 'Y' if member has other life insurance policies, otherwise leave at 'N'.
By Law	If member is requesting SGLI designation be made by Law, then enter 'Y'. Note: Members should be encouraged to name a specific beneficiary. Use of "By Law" designation should be discouraged.

Once you have entered the information on Screen 1 of 3*, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 3*.

BAH-Dependency-Emergency Data (screen 2 of 3*)			
000-00-0000		YNC	DOE, JOHN
Unique ID	Last Name	First Name	Relation

Use the table below to determine what you should do next.

To	Then
add a family member or person for Emergency Data/SGLI purposes.	Press F3
change information on an existing family member or existing person who is on the CG-4170A for Emergency Data/SGLI purposes.	Highlight the family member or person and press <GO> or F1.
delete an existing record.	Highlight the family member or person and press the F10 key. The system will ask you if you want to delete the highlighted record. Press 'Y' for Yes and press <GO> or F1.

 **Reminder:** A P607 for CONUS COLA is required when adding an initial family member (e.g. Member becomes entitled to BAH with dependents) or removing all BAH eligible family members.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change In Dependency Status Table

If.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A See Note 1 Start CCOLA/COLA transaction (P607) also required
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	See Note 2
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	See Note 3
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA with dependents transactions also required.
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) See Note 4	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA w/dependents transactions also required.

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 2: The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.


Note 3: A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

Note 4: The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

Section A
GENERAL TRANSACTIONS

**Change In Dependency Status Table,
continued**

When.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....	
Member gets divorced, and has no other BAH eligible family members.	Date of final divorce decree	Day after CG-4170A with effective time of 0001	
Member gets divorced and has other BAH eligible family members.	Date of final divorce decree	If member	Then
		remains entitled to BAH at the with dependents rate	Change in Housing transaction is not required
		becomes entitled to BAH at a rate other than the with dependents rate (e.g. BAH Differential)	Day after CG-4170A with effective time of 0001
Death of family member and member has no other BAH eligible family members.	Date of death	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible family members.	Day prior to the child's 21 st birthday	Day after CG-4170A with effective time of 0001	
Full time student family member child becomes of age (and is not incapacitated) and member has no other BAH eligible family members.	Day prior to the child's 23 rd birthday	Day after CG-4170A with effective time of 0001	
Family member child marries and member has no other BAH eligible family members.	Date of child's marriage	Day after CG-4170A with effective time of 0001	
Annulment and member has no other BAH eligible family members.	Day prior to the annulment	Day after CG-4170A with effective time of 0001	
Removal of legal "ward" and member has no other BAH eligible family members.	Date of court ordered removal	Day after CG-4170A with effective time of 0001	
Family member adopted by third party and member has no other BAH eligible family members	Day prior to date of adoption	Day after CG-4170A with effective time of 0001	
Another person or family member who was "in fact" dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001	
Spouse enters active military service and member has no other BAH eligible family members.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Day prior to family member child's entry into military service	Day after CG-4170A with effective time of 0001	

 **Reminder:** Stop COLA (either CONUS or OUTCONUS) with dependents and start COLA at the single rate when a member's dependency/family member status changes from with dependents to without dependents.

Tax Information-Mailing Address (L6EB)

Purpose This transaction is used to establish or change a member's current mailing address.

Reference • CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8

Transaction Tax Information-Mailing Address
Built in
SDA II

PMIS L6EB
Transaction

Policies and Procedures Information you need to know about this transaction:

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.
- Complete this transaction when a regular or reserve member's mailing address changes. **It is very important for all Coast Guard members to keep their mailing address current. Monthly and/or annual mailings to Coast Guard members are sent to the member's current mailing address indicated in segment 66 of PMIS/JUMPS (i.e., IRS Form W-2).**
- Submit this transaction at least 60 days prior to non-disability retirements or departure on terminal leave in connection with non-disability retirements.
- Submit this transaction at least 45 days prior to regular separations or departure on terminal leave in connection with regular separations (i.e., RELAD or Discharge).

Fast Path ID and Data Entry If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". The following screen will appear.

If creating this transaction in an event, this screen will not appear.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
	<u>N</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Continued on next page

Section A
GENERAL TRANSACTIONS

Tax Information-Mailing Address (L6EB), Continued

Fast Path ID and Data Entry, Continued Enter 'Y' (yes) under Options beside Member's tax mailing address. Your screen should now look as follows.

If creating this transaction in an event this screen will not appear.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Stat	Options	Transactions
I	<u>Y</u>	Member's tax mailing address
	<u>N</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Now press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Tax Information-Mailing Address (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Effective Date:	<u>02/19/1998</u>	Type:
Citizenship Code:	<u>C</u>	
Current Mailing Address		
Street:	<u>300 MAIN STREET</u>	
City:	<u>MERIDEN</u>	St: <u>KS</u> ZIP/Postal: <u>66619</u>

Field	Action
Effective Date	Enter the date this transaction is prepared. If the transaction is being submitted after a member has separated, use the day prior to separation as the Effective Date.
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
Current Mailing Address	Enter the Street address, City, State and Zip Code. <div><p><u>STREET</u>: Enter the Number and Street or Rural Route. Enter "General Delivery" if there isn't a street address or rural route.</p><p><u>CITY</u>: Enter the city or town. For foreign country addresses enter the city or town and country. For FPO and APO addresses, enter FPO or APO in this item as applicable.</p><p><u>STATE</u>: For foreign country addresses, enter alpha "OO" and <u>not</u> numerical "00". For FPO and APO addresses, use either AE, AA, or AP as applicable. See State and U. S. Possession Abbreviation Codes in enclosure (9) of the Personnel and Pay Procedures Manual.</p><p><u>ZIP/POSTAL</u>: For foreign country address, enter all zeroes.</p></div>

Continued on next page

Section A
GENERAL TRANSACTIONS

State Tax Information (L6EB), Continued

**Fast Path ID
and Data
Entry,
Continued**

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	BM1	DOE, JANE
Stat	Options	
Transactions		
<u>N</u>		Member's tax mailing address
<u>N</u>		Members state taxes
<u>N</u>		Member's federal taxes

Enter 'Y' (yes) under Options beside Member's state taxes. Your screen should now look as follows.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	BM1	DOE, JANE
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
I	<u>Y</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Now press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

State Tax Information Screen (Screen 1 of 2)	
000-00-0000	BM1 DOE, JANE
Effective Date: <u>02/01/1998</u>	Type:
Citizenship Code: <u>C</u>	
City/Town of Legal Residence: TOPEKA	
State of Legal Residence: KS	
Enter 'E' if this is a taxing state that exempts members from paying state taxes when not residing in state: <u>No</u>	

Field	Action
Effective Date	Enter the first day of the current processing month (i.e. 02/01/2000), unless the member is accessing into the Coast Guard. If entering the Coast Guard, use date of entry as the effective date.
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
City/Town of Legal Residence	Enter the City/Town of Legal Residence. Leave blank for nonresident aliens, except when the member is terminating nonresident alien status. If the member is a resident of Guam or American Samoa and does not have a city of legal residence, enter "NA".

Section A
GENERAL TRANSACTIONS

State Tax Information (L6EB), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	State of Legal Residence	Enter the state of legal residence. Use the help wheel <F2> for a list of states. Or see Enclosure 9 of the Pay and Personnel Procedures manual. Leave blank for nonresident aliens, except where the member is terminating non-resident alien status.
	Enter 'E' If this is a taxing state that exempts	Enter "E" (exempt) if the member is a resident of a taxing state that exempts members from paying state taxes when not residing in state. Refer to the "State Tax Listing" outlined in Chapter 8-B of the Pay and Personnel Procedures Manual.

When you have completed screen 1 of 1 above, press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

**This screen will not appear if the member is "exempt" from
paying state taxes when residing in another state**

State Tax Information Screen (Screen 2 of 2)		
000-00-0000	BM1	DOE, JANE
Marital Status: 4		
No. State Exemptions Claimed: 03		
State Exemptions Claimed Amount: —		
Additional Withholding: —		

Field	Action
Marital Status	Enter the member's tax state marital status. Use the help wheel <F2> for a list of marital status codes. Leave blank for nonresident aliens.
No. State Exemptions Claimed	Enter the number of state exemptions claimed. Leave blank for nonresident aliens.
State Exemptions Claimed Amount	If applicable, enter the number of state exemptions claimed. Leave blank for nonresident aliens.
Additional Withholding	If applicable, enter the dollar amount of additional withholding (i.e., 030 =\$30). Leave blank for nonresident aliens.

When you have completed screen 1 of 2 above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The State Tax Information transaction updates the following in PMIS/JUMPS:

- Segment 66 and has no effect on the PMIS screens in the PMIS Data base.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction.

Section A
GENERAL TRANSACTIONS

Federal Tax Information (L6EB)

Purpose This transaction is used to establish or change a member's current federal tax status.

Reference

- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8
- CG Pay Manual, COMDINST M7220.29, Chapter 8

Policies and Procedures Information you need to know about this transaction:

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.
- Submit this transaction when a member:
 1. Changes citizenship status. (Ensure supporting documentation is submitted)
 2. Files a new IRS Form W-4 (except for those prepared as part of the retirement package).
 3. Files a new IRS Form W-5 (Nonresident aliens cannot claim advance payment of earned income credit).
 4. Is a nonresident alien and changes actual marital status. (Ensure supporting documentation is submitted).

Special Reporting to IRS Under IRS regulations, if member claims more than 10 withholding allowances, or claims exemption from federal tax withholding, a copy of the member's IRS Form W-4 must be filed with the IRS. The PERSRU shall provide a copy of the member's W-4 to HRSIC, who shall forward to the IRS via cover letter. Members claiming exemption from federal withholding must file a new IRS Form W-4 each year by 15 February.

Fast Path ID If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II.

Data Entry Follow these steps to complete the transaction.

Step	Action
1	Enter the member's SSN or last name and press <F1>.
2	Enter 'Y' (yes) under Options beside Member's federal taxes
3	Press <F1>. Screen 1 of 1 will appear.
4	Complete the fields as follows.

Continued on next page

Section A
GENERAL TRANSACTIONS

Federal Tax Information (L6EB), Continued

Field	Enter
Effective Date	The first day of the current processing month (i.e., 03/01/2000), unless the member is accessing into the Coast Guard. <ul style="list-style-type: none">• If entering the Coast Guard, use date of entry as the effective date.
Type	This field cannot be updated.
Citizenship Code	The member's citizenship code. <ul style="list-style-type: none">• Use the help wheel <F2> for a list of codes.
Marital Status	Member's Marital status. <ul style="list-style-type: none">• Use the help wheel <F2> for a list of codes.
Number of Allowances Claimed	The number of allowances claimed by the member on IRS Form W-4. <ul style="list-style-type: none">• Use two digits; e.g., 02 for two allowances.• Nonresident aliens who are not residents of Canada, Mexico, or Puerto Rico cannot claim more than ONE allowance on Form W-4. <p>Note: A copy of the member's IRS Form W-4 shall be sent to HRSIC (SES) if the member claims 11 or more withholding allowances.</p>
Additional Withholding	Enter dollar amount of additional withholding (i.e., 030 = \$30). <ul style="list-style-type: none">• Nonresident aliens who are not residents of Canada, Mexico, or Puerto Rico cannot claim additional federal withholding.• If the member is not claiming additional withholding, leave blank.

Continued on next page

Section A
GENERAL TRANSACTIONS

Payment Option Election (L6GB), Continued

Fast Path ID and Data Entry, (Cont'd) If not creating this transaction in an event, enter “mipapoe” for Fast Path ID or press “AJAC from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’ or ‘F1’”. Then press ‘GO’ or ‘F1’ again. The following screen 1 of 2* will appear.

Field	Action
Effective Date	Enter the first day of the pay period (i.e., 1 st or 16 th of the month) when the member wishes the payment option to be effective. This will be determined by PMIS/JUMPS payroll cutoffs. For example, If you are submitting this transaction on 10 April 1998, the earliest effective date that can be used is 16 April 1998. The change will be effective with the 1 May 1998 payday. For accessions, the effective date must be on or after the date of accession and either the 1 st or 16 th of the month. Exception: TRACEN Cape May (Recruit PERSRU), NOAA PERSRU, and CG Academy (Cadet PERSRU) may use the accession date if necessary to ensure timely submission to effect EFT without regard to payroll cutoffs.
Enter Payment Option	Enter the payment option the member has selected (Options 1, and 3 are for HRSIC only). <u>If option 1 or 2 is entered, you will return to the SDA II main menu. Your transaction is complete.</u> However, If options 3 or 4 are entered, screen 2 of 2 will appear. You must complete the fields. See next page.

Note: If Option 3 or 4 was selected, one of the following screens 2 of 2 will appear. Complete the fields.

Example 1 Option 3-Mail Check to NonWork Address (Screen 2 of 2)

Mail Check to Non-Work Address (Screen 2 of 2)			
Address: <u>340 W. Randolph Street</u>			
City: <u>Topeka, KS</u>	St: <u>KS</u>	Country: <u>US</u>	ZIP/Postal: <u>66628</u>

Field	Action
Addresses	Enter the number and street. Use ‘General Delivery’ if there isn’t a street, avenue, or RFD address.
Country	Enter the country code. Use the help wheel <F2> for a list of codes.
City	Enter the City.
State	Enter the State code. Use the help wheel <F2> for a list of codes.
Zip/Postal	Enter the zip code.

When you have completed screen 2 of 2 above for option 3, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued on next page

Payment Option Election (L6GB), Continued

Fast Path ID and Data Entry, Continued

Example 2 Option 4-Direct Deposit (Screen 2 of 2)

Direct Deposit (Screen 2 of 2)	
Account Type:	<u> C </u>
Account Number:	<u> 123456 </u>
Routing Number:	<u> 98765432 </u>
Check Digit:	<u> 2 </u>

Field	Action
Account Type	Enter 'C' for checking or 'S' for savings.
Account Number	Enter the member's account number.
Routing Number	Enter the financial institution's eight digit routing number. The routing number can be verified by using the I1 Menu Option in AMDAHL.
Check Digit	Enter the one digit check digit. The check digit can be verified by using the I1 Menu Option in PMIS/JUMPS Online Inquiry.

When you have completed screen 2 of 2 above for option 4, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Payment Option Election transaction updates the following in PMIS/JUMPS:

- Segment 71
- Has no effect on the PMIS screens in the PMIS Data base.

Corrections and Deletions Corrections and Deletions may not be made to this transaction. Once submitted, this transaction cannot be corrected or deleted. To correct an error, a new POE transaction with an effective date later than the effective date of the original POE must be submitted.

SECTION C
SIGNATURE OF RESPONSIBLE OFFICER

Section Overview

Introduction This section provides guidance on signature authority responsibilities.

In this section The following topics will be discussed in this section:

Topic	See Page
Discussion	1-C-2
Reference	1-C-2
Authority to sign forms and worksheets	1-C-2
Authority to sign PMIS/JUMPS transactions	1-C-3
Payment Approving Officials' responsibilities and liabilities	1-C-3
Designation procedures	1-C-4

Section C
SIGNATURE OF RESPONSIBLE OFFICER

Signature of Responsible Officer

Discussion The requirement to sign various forms and worksheets in this manual and to electronically sign PMIS/JUMPS transactions is necessary to affirm and give legal credence to the information contained on the form or in the transaction. The commanding officer should avoid situations where the responsible officer lacks the knowledge or time to check the form and may sign as a formality.

References The following references contain more information about signature authority.

- COMDTINST M5000.3(series), CG Regulations
- Chapter 7-1-8, Administration of Oaths
- Chapter 7-1-9, Signing Official Correspondence
- COMDTINST M7210.1(series), Certifying and Disbursing Manual

Authority to sign forms and worksheets The commanding officer may authorize in writing for officers, chief petty officers, first class petty officers, or second class petty officers to sign forms and worksheets “by direction”, subject to the following restrictions.

- Only officers, the MCPO-CG, Commandant designated Command Enlisted Advisors, and permanently assigned enlisted officers-in-charge may administer reenlistment and extension of enlistment oaths and sign the appropriate reenlistment or extension document.
- Specific authorization must be given in “by direction” letters for authority to sign Unit Attendance Records (or equivalent records of drill attendance, such as endorsed IDT drill orders and electronic submissions of drill attendance). Appropriate letters of delegation should be available at active duty drilling commands and at servicing PERSRUs. For potential audit purposes, it is recommended that signed originals of drill input documentation be retained at either the active duty drilling command or the servicing PERSRU.
- The "by direction" authority granted to second class petty officers shall normally be limited to routine PMIS/JUMPS items such as leave and personnel transactions. Second class petty officers shall only be given authority to sign all PMIS/JUMPS transactions "by direction" in cases where there is a shortage of officers, chief petty officers, and first class petty officers at the unit.

Continued on next page

SECTION C
SIGNATURE OF RESPONSIBLE OFFICER

Signature of Responsible Officer, Continued

**Authority to
sign forms and
worksheets
(cont'd)**

- Only officers, the Master Chief Petty Officer of the Coast Guard (MCPO-CG), Commandant designated Command Enlisted Advisors, and designated recruiting office chief petty officers and petty officers may administer enlisted oaths and sign enlistment contracts.
 - Only the commanding officer may sign the PCS Departing Worksheet (CG-HRSIC-2000) or the Advances Worksheet (CG HRSIC-2010) when the member is requesting Advance Pay & Allowances or Advance Pay with liquidation period in excess of 12 months.
-

**Authority to
sign
PMIS/JUMPS
Transactions**

The commanding officer of a unit with a PERSRU must nominate at least one officer, chief petty officer, first class petty officer, second class petty officer, or civilian employee in grade GS-7 or above, for designation by HRSIC (MAS) as a Payment Approving Official (PAO).

- Only properly designated PAOs have the authority to sign PMIS/JUMPS transactions.
 - Only properly designated PAOs may have update capability in the review and approval module in the SDA II software program to approve transactions for transmission to HRSIC.
-

**Payment
Approving
Officials'
responsibilities
and liabilities**

It is Coast Guard Policy that PAOs have the same level of financial liability as an Authorized Certifying Officer (ACO), as described in Chapter 1 of COMDTINST M7210.1A, Certifying and Disbursing Manual. Thus, if a PAO incorrectly certifies a document to an ACO that directly results in an erroneous or improper payment, the PAO is responsible for the error. PAOs remain fully accountable officers to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/EPEF) impacted by such action by an official in their chain with evaluation approving authority.

Continued on next page

Section C
SIGNATURE OF RESPONSIBLE OFFICER

Signature of Responsible Officer, Continued, Continued

**Designation
Procedure**

Commanding Officers will request PAO designations, revocations or terminations for PERSRU officials by submitting a CG HRSIC-7210 form (*Designation as Payment Approving Official*) to HRSIC (MAS). Blank forms can be found in enclosure (1) of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A.

If the CG HRSIC-7210 requests designation of a second class petty officer as a PAO, the commanding officer shall attach to the CG HRSIC-7201 a letter explaining what PAO authority will be granted to the second class petty officer (e.g., authority to sign leave and personnel transactions only).

HRSIC is the final approving authority for the designation of PAOs at PERSRUs. After receipt and review of the CG HRSIC -7210, HRSIC (MAS) will certify the PAO designation. The original form will be returned to the local command along with a detailed brochure outlining the duties, responsibilities, and liabilities of the PAO.

INDEX

Subject	Page
A	
About SDA II.....	18-B-6
Absence Due to Alcohol/Drugs	
Begin.....	2-A-196
End	2-A-188
Accession into Coast Guard	
Cadet Graduate	12-D-1
Officer	7-A-1
Regular Active Duty Enlisted.....	7-B-1
Reserve Enlisted Coming on Extended Active Duty.....	7-B-1
Reserve Enlisted	7-C-1
Admin Change of Servicing PERSRU	5-B-1
ADT	
Depart/Report	2-B-33
History maintenance.....	16-A-16
Orders.....	16-A-2
Advances	
BAH Paid Through PMIS/JUMPS online	2-A-106
Overseas Housing Allowance Paid Through PMIS/JUMPs online	2-A-109
Advance Pay and Allowances Paid Through PMIS/JUMPS online	2-A-101
Advance Pay Paid Through PMIS/JUMPS online	2-A-97
Advancement/Adding Designator.....	See Chapter 9
Agree to	
Extend Enlistment.....	2-A-18
Reextend Enlistment.....	2-A-22
Allotments	
Address Change.....	2-A-200
Blanket.....	20-C-1
Education.....	20-E-1
Electronic Fund Transfer	20-D-1
General Information.....	20-A-1
Indebtedness.....	20-F-1
Individual.....	20-B-1
Start, Stop, Change	See Chapter 20
Amend Reserve Expected Active Duty Termination Date	2-B-3
Appointment Terminated as an Officer.....	8-D-1
Approved Transaction Report.....	18-B-10
Assignment Data Maintenance	2-A-266
ASVAB Scores (Cape May Only)	2-A-259
ASVAB Scores Retest, Report.....	2-A-57

Continued on next page

INDEX

Subject	Page
A (cont.)	
Aviation Service Information (Exhibit 2-A-1)	2-A-12
Aviation Career Incentive Pay	
Start	2-A-122
Stop.....	2-A-191
Aviation Crew/Noncrew Pay	
Start	2-A-122
Stop.....	2-A-191
Aviator, Establish Officer	2-A-9
Award Information, Record.....	2-A-55

B

BAH or BAQ/VHA, Change	2-A-115
BAS	
Pro-Rated BAS.....	2-A-91
Start Regular BAS	2-A-144
Stop Regular BAS.....	2-A-191
Start Special BAS	2-A-144
Stop Special BAS.....	2-A-191
Start Partial BAS	2-A-144
Stop Partial BAS.....	2-A-191
Supplemental BAS	2-A-92
BAS/Career Sea Pay Multiple Transaction , Change	6-B-1
BAS/Career Sea Pay Due to TAD Transaction, Change	6-A-1
Base Pay 25% Increase	
Start	2-A-25
Stop.....	2-A-191
Bonds, Start, Stop, or Change	20-B-3

C

Cadet	
Accession of Cadet Graduates	12-D-1
Discharge from Cadet Status	12-C-1
Revert to Enlisted from Cadet (Regular Active Duty)	12-A-1
Revert to Enlisted from Cadet (Regular Reserve).....	12-B-1
Cancel Extension/Reextensions	2-A-28
Cancel Enlistment	8-C-5

Continued on next page

INDEX

Subject	Page
C (cont.)	
Career Sea Pay and Sea Pay Premium	
Start	2-A-152
Stop	2-A-191
Category, Class, Pay Status, Change of (for Reserves)	2-B-17
Certificate of Release or Discharge from Active Duty (DD-214)	2-A-272
Change in Rating	9-B-1
Change Rental Charge for Inadequate Quarters, Start/Resume	2-A-172
Change Sequent Password	18-A-4
Checkage, Small Stores	2-A-263
Citizen, Member becoming U. S.	2-A-75
Civilian/Supplemental Clothing Monetary Allowance	2-A-89
Clothing and Small Stores Checkage	2-A-261
COLA (CONUS or OUTCONUS)	
Start	2-A-148
Stop	2-A-191
COLA Fractional (OUTCONUS only)	2-A-93
Communication and Information Flow	1-D-1
Confinement	
Begin	11-C-1
Return from	11-D-1
Corrections/Changes of Official Documents	1-E-1
Cost Center, Change	2-A-7
Courts-Martial Results	11-B-1
Course Completion, Report (for Reserves)	2-B-23
CP1	18-B-3
Credit, Miscellaneous to Member's Account	2-A-95

D

DAFIS Interface	18-B-14
Database Update/Start of Day	18-B-3
Death, Report of Member	2-A-49
Degree/Training Completion	2-A-61
Dental, Dependent Coverage	2-A-207
Dependency/Emergency Data/SGLI (CG-4170A)	
Batch Print	13-B-1
Change in	2-A-216

Continued on next page

INDEX

Subject	Page
D (cont.)	
Deserter, Member Declared.....	2-A-47
Desertion, Remove Mark of	2-A-81
Designator, Reduction/Remove	9-D-1
Diving Duty Pay	
Start	2-A-126
Stop.....	2-A-191
Discharge	
From Cadet Status.....	12-C-1
Directory Cleanup.....	18-B-3

E

Education Level, Change	2-A-59
Enlistment	
Of Active Duty or Reserves coming on Extended active Duty Greater than 139 days	7-B-1
Of Regular Reserves into the Coast Guard.....	7-C-1
Enlistment Bonus	2-A-83
Extensions	
Agree to Extend Enlistment.....	2-A-18
Begin Extensions	2-A-35
Error Feedback.....	19-A-1
Events, Report Miscellaneous (for Reserves).....	2-B-12

F

Family Separation Housing/Family Separation Allowance	2-A-229
Federal Tax Information.....	2-A-241
Files	
PERSRU to PERSRU Created by a PCS Departing or RELAD Transaction.....	5-A-1
PERSRU to PERSRU Recreated Data	5-C-1
Flight Deck Hazardous Duty Pay.....	2-A-175
Foreign Language Skill, Record.....	2-A-63
FTP (File Transfer Protocol) Utility.....	18-C-9

G

GDG Report.....	18-B-11
-----------------	---------

Continued on next page

INDEX

Subject	Page
H	
Hardship Duty Pay-Location	
Start.....	2-A-129
Stop.....	2-A-191
Height/Weight Measurement	2-A-69
Help File Maintenance	18-B-5
High Pressure Chamber Hazardous Duty Pay	2-A-178
Hostile Fire Pay - Location This Month Only	2-A-132
Hostile Fire Pay Until Further Orders	
Start	2-A-135
Stop.....	2-A-191
Housing, Change in	13-C-1
HRSIC Data Transfer.....	18-B-2
HRSIC Reports Menu.....	18-B-8
I	
IDT	
IDT Drills	16-B-1
IDT Drill for Pay and Points	2-B-30
Interim Housing Allowance, Start or Stop	2-A-185
L	
Leave Authorization.....	2-A-213
Leave and Earnings Statements	
Verification of.....	21-A-1
Leave Errors.....	21-B-1
Explanation of Complex Areas	21-C-1
Liquidation Schedule, Change	2-A-112
M	
Mailing Address Change	2-A-233
MARTP Reserve Officer Program.....	10-H-1
Member Locator.....	18-A-4
Member's Locally Created Data.....	2-A-282
Missing	
Member Declared.....	2-A-44
Return Member From.....	2-A-46

INDEX

Subject	Page
N	
NJP Results	
How to create an Original NJP Transaction	11-A-1
Create a Correction to the NJP Transaction	11-A-15
Create a Deletion to the NJP Transaction	11-A-15
Create a Modified NJP Transaction	11-A-11
O	
OCS Departing	
Reserve Commissioned Officer from OCS	10-D-1
Reserve Officer (Prior Reserve Enlisted) from OCS	10-F-1
Temporary Commissioned Officer from OCS	10-B-1
OCS Reporting	
Enlisted Candidate for Reserve Commission	10-C-1
Enlisted/Warrant Officer Candidate to become a Temp Officer	10-A-1
Reserve Enlisted Candidate to become a Reserve Officer	10-E-1
OHA, Start, Stop, or Change	2-A-182
Operations	18-C-1
Out of Range Transactions	19-E-1
P	
Payment Option Election	2-A-255
PCS Departing	
Active Duty Members	3-A-1
Orders Multiple Transactions Scroller	3-D-1
Reserve Members Coming on Extended Active Duty Greater than 139 Days	3-C-1
Regular Reserve Members	3-B-1
PCS Reporting	
Active Duty Members	4-A-1
Orders Multiple Transactions Scroller	4-D-1
Regular Reserve Members	4-B-1
Reserve Members Coming on Extended Active Duty for Greater than 139 Days	4-C-1
PERSRU Accuracy Report (PAR)	19-C-1
Physical Exam Findings	2-A-211
PMIS/JUMPS Feedback Report	
Delivery of Feedback Report	19-A-3
Description of Fields on the Feedback Report	19-A-4
Processing Schedule for PMIS/JUMPS Cutoff Dates	19-D-1
Process Lump Sum Leave Payment (for Reserves)	2-B-26
Printing	18-C-2
Purge Transaction History	18-B-6

INDEX

Subject	Page
Q	
Qualifications	
Adding or Deleting Qualification Codes.....	2-A-50
Aviator, Change in.....	2-A-53
R	
Rating, Assign/Remove Training (for Reserves).....	2-B-19
Recall from Retirement With Break in Service	
Enlisted.....	7-D-1
Officer	7-E-1
Recall from Retirement-No Break in Service.....	2-A-31
Reenlistment Bonus	2-A-83
Reenlistment Transaction	8-A-3
Reextensions	
Agree to Reextend Enlistment.....	2-A-22
Begin Reextensions	2-A-37
Release from Active Duty (RELAD).....	8-B-1
Remarks Maintenance	18-A-4
Report Additional Authorized Active Duty (for Reserves)	2-B-5
Report Annual Screening Data (for Reserves).....	2-B-15
Reports/Rosters	
Allotment Information	17-A-2
BAQ Information	17-A-5
Blanket Allotment Code	17-A-7
Completed and in-Process Transactions	17-A-8
Cost Center Code	17-A-10
Dependents Reaching 21	17-A-14
Duty Status	17-A-15
Expiration of Enlistment	17-A-16
Extension/Re-extension Verification	17-A-18
Good Conduct	17-A-20
Home of Record Information	17-A-22
Identify Member by Dependent Birth Date	17-A-24
Member Weight.....	17-A-25
Minority Designator.....	17-A-27
Non-Rate.....	17-A-29
Pending Incoming PCS Transfer	17-A-31

Continued on next page

INDEX

Subject	Page
R (cont.)	
Pending SOI.....	17-A-33
Reports/Rosters (continued)	
Personnel Data Information Extract.....	17-A-34
Personnel Transaction Log.....	17-A-55
Physical Information.....	17-A-56
Reserve Anniversary/Screening	17-A-58
School Completion Information.....	17-A-60
Sea Duty/Sea Pay Premium.....	17-A-62
Separation.....	17-A-63
SGLI Roster	17-A-65
SRB Page 7.....	17-A-67
Unit	17-A-68
Reserve Officer Experience Indicator	2-B-21
Reserve Unique General Transactions.....	2-B-1
Responsibility Pay	
Start	2-A-168
Stop.....	2-A-191
Resume Enlisted Status Upon Termination of Temporary Officer.....	2-A-42
Retained Beyond Normal Expiration of Service.....	2-A-25
Retirement	8-E-1
Review and Approval.....	14-A-1
RMGIB, Record Reserve Eligibility Status	2-B-8
ROCI Officer Program.....	10-G-1
Run Adhoc Routine.....	18-A-4

S

School Completion	2-A-71
SDA II	
Introduction.....	1-A-1
System Basics.....	1-B-1
Security File Maintenance	18-B-13
Selective Reenlistment Bonus (SRB) - Remove, Stop or Suspend.....	2-A-85
SELRES or Reserve Enlistment Bonus.....	2-B-10

Continued on next page

INDEX

Subject	Page
S (cont.)	
Separate Rations	
Start	2-A-144
Stop	2-A-191
Servicewide, CWO Specialty Information	2-A-65
SGLI, Elect/Decline	2-A-204
Signature of Responsible Officer	1-C-2
Site File Maintenance	18-A-3
Special Duty Assignment Pay	
Start	2-A-165
Stop	2-A-191
State Tax Information	2-A-238
Statement of Intent	
Discharge, RELAD, Retirement	2-A-244
Extension/Reextension, Reenlistment, Retention, Recall	2-A-250
Stop Pay and Allowances	2-A-191
Stop All Pay and Allowances Due to Fraudulent Enlistment	8-C-5
Stop Basic Pay, BAQ, and BAS Entitlements (for Reserves)	2-B-40
Subsistence Pay, Start/Resume Pay and Allowances	2-A-144
Suspend Flight/Terminate Aviator Status	2-A-198
System Administration	
HRSIC Administration	18-B-1
System Administration	18-A-1

T

Tax Exclusion This Month Only	2-A-138
Tax Exclusion Until Further Orders	
Start	2-A-141
Stop	2-A-191
Tax Information-Mailing Address	2-A-235
Temporary Additional Duty	6-A-1
Transaction Review	15-A-1

Continued on next page

INDEX

Subject	Page
U	
Unauthorized Absence	
Begin.....	2-A-76
Return.....	2-A-78
Uniform, Allowance for Officers	2-A-227
Update FTP Password.....	18-B-12
User ID Administration.....	18-B-14
Users Made Inactive By Departing 8C Report.....	18-B-9
User Not Accessing SDA II Report.....	18-B-8
V	
VHA, Start/Resume Pay and Allowances (Start VHA) (P607).....	2-A-171
VHA Offset, Start/Resume Pay and Allowances (Start Change/Verify VHA Offset) (P608) ..	2-A-180
View Database Update Reports	18-B-7
View Transmittal Reports.....	18-A-2
W	
Warrant Officer Appointments	9-C-1
